

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 507**

Alexandria, VA

1 January 2008

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 January 2008 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 17-07(E), 72-07(E), 76-07(I), 78-07(I), 83-07(I), and 92-07(I).

Insert the attached pages and remove the corresponding pages. Remove and replace the following: JTR, Table of Contents; Chapter 4, Part L; Chapter 5, Table of Contents; Chapter 5, Parts B, C1-C4, and K; Chapter 7, Part O; Appendix O, Table of Contents; and Appendix U. Remove Chapter 12 and Appendix I as all information has been moved to Chapter 6. Insert new Chapter 6. Remove any pages associated with previously used Chapters 8-16 as all information has been moved out of these Chapters.

This cover page replaces the Change 506 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 507:

JTR, Table of Contents. Updates information.

C1060. Adds wording to align this par. with changes made to JFTR, par. U4326.

C2306. Adds additional subpars. to incorporate amendments made to DOS Standardized Regulations (DSSR), Chapter 280 Educational Travel that authorizes shipment of unaccompanied baggage to an alternate location.

C4550-D, Note. Clarifies language. Corrects erroneously added wording: "than 30 consecutive calendar days".

C4553-B. Adds language and examples to clarify percentage rates used when calculating 'Lodgings-Plus' per diem.

C4553-D. Adds language and examples to clarify percentage rates used when calculating 'Lodgings-Plus' per diem.

C4565. Revised to move examples 5-9 to par. C5060, example 10 to par. C5530, and example 11 to par. C5120:

C4567-B. Revises cross-references to Chapter 12 and/or Appendix I.

C4567-C, Example. Revises cross-references to Chapter 12 and/or Appendix I.

C5060. Adds language to clarify percentage rates used when calculating 'Lodgings-Plus' per diem. Adds examples previously in par. C4565.

C5100-A3. Revises cross-references to Chapter 12 and/or Appendix I.

C5110-B (various). Revises cross-references to Chapter 12 and/or Appendix I.

C5115-D. Revises cross-references to Chapter 12 and/or Appendix I.

C5115-G. Revises cross-references to Chapter 12 and/or Appendix I.

C5120. Adds examples previously in par. C4565. Deletes obsolete DOD Directive 1342.13 "Eligibility Requirements for Education of a Minor Dependent in Overseas Areas".

C5125-D. Revises cross-references to Chapter 12 and/or Appendix I.

C5180-C2d. Revises cross-references to Chapter 12 and/or Appendix I.

C5530. Adds examples previously in par. C4565.

Chapter 6. New Chapter. Contains all information previously in Chapter 12 and Appendix I.

C7750-A. Adds wording to clarify that the appointed DOD Executive Agent for the USCENTCOM Rest and Recuperation Leave Program may combine R&R leave transportation with other official travel, as exception to policy, IAW OSD (P&R) memo dated 12 October 2007.

Chapter 12. All information moved to newly created Chapter 6.

Appendix I. All information moved to newly created Chapter 6.

Appendix O, Table of Contents. Corrects error.

Appendix U-Note 3. Adds wording to clarify that the appointed DOD Executive Agent for the USCENTCOM Rest and Recuperation Leave Program may combine R&R leave transportation with other official travel, as exception to policy, IAW OSD (P&R) memo dated 12 October 2007.

JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 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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507	CL-iii	494	C2D4-5	464	C4C-3	420	C4R-1	486	C5D-5
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506	C5L5-9	506	C7C-1	499	E2-1	493	P1-3
496	C5M-1	506	C7D-1	499	E2-3	484	P2-1
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JOINT TRAVEL REGULATIONS (JTR)**VOLUME 2****DEPARTMENT OF DEFENSE (DOD) CIVILIAN PERSONNEL**

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A. Starting and Ending Travel

1. General

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

NOTE 2: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties. See pars. C1060-C and C1060-D.

- d. A traveler should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
 - e. A prudent AO should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
 - f. Transportation should be arranged so that the traveler is scheduled to arrive the day before the TDY actually begins.
 - g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-C and C1060-D.
 - h. Require travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.
 - i. Carefully review requests for first-and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.
2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:
- a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or
 - b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.
3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

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

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

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Such a rest stop should not be automatic. The AO must consider each request for a rest stop/en route rest period at TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and ***NOTE 1*** in par. C1060 on rest periods. ***A rest stop en route/rest period at a TDY destination may not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.***

C. En Route Rest Stops

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

- a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
- b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See ***NOTE 2*** following par. C1060-A1c regarding adequate sleeping accommodations.

*2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

- a. The origin or destination is OCONUS; and
- b. Travel is by a usually traveled route; and
- c. Travel is by less than first/business-class accommodations; and
- d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), ***including scheduled non-overnight time spent at airports during plane changes.***

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

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

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) is recommended before the traveler reports for duty when:

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

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

2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first- or business-class accommodations; or
4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See ***NOTE 2*** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

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

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging. Each DOD Component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Agencies are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

C1065 OFFICIAL DISTANCE DETERMINATION

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

1. Is the only official source for worldwide TDY and PDT distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. C1065-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. The DTOD PMO should be informed if an installation cannot be located. 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 travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), 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).

CHAPTER 2**TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
REQUESTS, BAGGAGE AND MILEAGE RATES****PART A: TRAVEL POLICY**

<u>Paragraph</u>	<u>Title/Contents</u>
C2000	GENERAL <ul style="list-style-type: none">A. Travel and Transportation PolicyB. Service ResponsibilityC. TDY Travel Involving Non-PDS Location(s)D. TDY Departure from Dependents' Residence
C2001	TRANSPORTATION MODES <ul style="list-style-type: none">A. GeneralB. Within CONUSC. OCONUS TravelD. Travel by Aircraft
C2002	CITY-PAIR PROGRAM

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

C2050	GOVERNMENT AUTOMOBILE <ul style="list-style-type: none">A. RequirementsB. ExceptionsC. Limitations
C2051	GOVERNMENT AIRCRAFT <ul style="list-style-type: none">A. Air Mobility Command (AMC)B. Military Aircraft other than AMC
C2053	USE OF AERO CLUB AIRCRAFT

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

C2100	GENERAL
C2101	TAXICAB USE <ul style="list-style-type: none">A. To/from Transportation TerminalsB. Between Residence and PDS on the Day Travel Is Performed
C2102	SPECIAL CONVEYANCES USE <ul style="list-style-type: none">A. GeneralB. Selecting a Rental VehicleC. Reimbursement for Special Conveyance UseD. Insurance on a Rented AutomobileE. Use Limited to Official PurposesF. To and from Carrier Terminals

<u>Paragraph</u>	<u>Title/Contents</u>
	G. Between Duty Stations
	H. Special Conveyance Use for PDT
	I. Use of Special Conveyance in and around Permanent or TDY Station
C2103	BUS, STREETCAR, OR SUBWAY USE
	A. To and from Carrier Terminals
	B. Between Residence and PDS on Day Travel Performed
C2104	AIRPORT LIMOUSINE SERVICE USE
C2105	COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS USE

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SECTION 2: PERMANENT DUTY TRAVEL

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	C. Using More than Two POCs (41 CFR §302-4.500 and §302-4.700d)
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C2164	PRIVATELY OWNED MOTORCYCLE
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	A. Authorized Allowances
	B. PCS Mileage/MALT
	C. Transportation
	D. Ferry Fees

D. Unaccompanied Baggage. The weight of any unaccompanied baggage transported by any mode, at Government expense, is part of the HHG weight allowance when permanent duty travel is involved.

C2305 RENEWAL AGREEMENT TRAVEL (RAT)

The maximum baggage allowance that may be authorized at Government expense for an employee and dependents returning to the actual residence for the purpose of taking leave between overseas tours of duty must not exceed 350 pounds for each eligible adult and dependent age 12 or older and 175 pounds for each dependent under age 12 when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance at Government expense must not exceed 100 pounds per person (excluding free checkable accompanied baggage). If the baggage moves as accompanied baggage, the authorized amount is gross weight. If it is shipped as UB, the authorized amount is net weight. Overseas commanders must hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel authorization for transportation at Government expense to, from, and between POEs. Transportation of HHG at Government expense as accompanied baggage is prohibited ICW RAT. The baggage allowance is limited to personal clothing and articles necessary for the trip.

***C2306 UB TRANSPORTATION/STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL**

A. UB Shipment. A dependent student (of a civilian employee in a foreign area), who is performing authorized travel at Government expense to/from a school, is authorized a UB (see the definition in Appendix A) shipment of 350 pounds net weight. See par. C5160-B. Transportation must be made by the least costly transportation mode that meets the dependent student's needs.

B. UB to Alternate Location. Should travel to or from an alternate location be authorized on a cost-constructed basis not to exceed the policy-constructed airfare between the school and the employee's PDS, an allowable UB shipment can also be made on a cost constructed basis to the alternate location. Should travel to an alternate destination cost more than the constructed Government cost between the school and the employee's PDS, the employee is financially responsible for the difference and any required customs clearance/fees.

C. UB Storage. During a dependent student's annual trip between the school and the employee's PDS, an employee may have the dependent student's UB commercially stored in the school's vicinity instead of transporting the UB. The funding DOD Component may pay directly, or an employee may be reimbursed for, the UB storage cost NTE the cost of round-trip UB transportation cost of the stored weight NTE 350 pounds. ***The employee is financially responsible for any overweight UB storage costs during educational travel.***

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

Care should be taken to stop baggage that has been checked on a ticket beyond the point at which the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. ***Failure to observe this rule results in any excess cost to the Government being charged to the employee.***

C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1430-B, C1430-C, C1430-D, C1430-E and C1430-F.

C2309 UNACCOMPANIED BAGGAGE ICW EXTENDED TDY ASSIGNMENTS

UB may be authorized/approved when justified ICW a TDY assignment for 30 or more days. The allowable weight, up to a maximum of 350 pounds, must be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the mission's purpose and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage must not be authorized in conjunction with or in addition to a shipment effected under par. C2309.

C2310 UNACCOMPANIED BAGGAGE OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE

A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 pounds of UB for each eligible adult, and
2. 175 pounds of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanied baggage is not authorized in conjunction with/in addition to this shipment. Transportation under par. C2310 is in place of UB the employee may be authorized to transport under the provisions of par. C2305.

NOTE: See par. C5160-B for UB ICW permanent duty travel.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. Per diem prescribed in this Part is applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location. See par. C4555-A.

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. For the current Standard CONUS per diem rate, see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DOD Component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order. See par. C4552-H.

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** A fixed per diem may not exceed the locality per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office listed in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization before travel begins.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in***

par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY or training locality; or

b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

a. Army: Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units, major subordinate command, or departmental elements and/or agencies not subordinate to Army Commands, Army Service Component Commands, and Direct Reporting Units to which an employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for an employee attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DOD Components: Offices listed in Appendix L, par. B-1.

***NOTE:** *An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a travel period that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.*

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in pars. C4550-E1 through C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate IAW pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;

2. Navy and Marine Corps: The head of the DON activity/command to which the employee is permanently assigned for a training assignment, and the Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072 for TDY;

3. Air Force: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

4. OSD/WHS/Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. 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 in <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2007, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$39	\$109

C4551 REQUESTING REVIEW OF PER DIEM RATES

When a traveler, 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 directly to:

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

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

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. Per Diem at the PDS

1. Per Diem Not Allowed

- a. Per diem cannot be authorized or paid within the PDS limits (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.
- b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.
- c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

- a. After PCS. An employee who departs 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. An employee 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 arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee 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.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), *and* the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance is not allowed when the official travel period is 12 or fewer hours.* This also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. Par. C4430 concerning authorization for long-term TDY assignments; and
3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DOD Components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See Appendix R regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

***NOTE:** *The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodgings-Plus' Computation.*

A. General. Per diem allowances for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. A per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rate

*1. Rates. All travel per diem rates are at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. For CONUS locations not encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.

*2. Per Diem when the TDY 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 <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.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. **Receipts for lodging are required (see par. C1310).**

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for world-wide locality per diem rates.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days. ***NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.***

*D. Computations. Per diem is calculated using pars. C4553-D1 and/or C4553-D2.

*1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No meals deduction is made.

*a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, the highest M&IE rate prescribed for any of the TDY locations is used. See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate. See par. C5120-C, Example 1.

****NOTE: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a)).***

*b. Lodging Required. If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

*2. Travel of More than 24 Hours. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable per diem rate is the TDY location per diem rate, or a stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations. See par. C4553-B for maximum per diem rates and par. C4555-A for lodging location. ***Only one per diem rate can be applicable to a calendar day.*** Pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

****NOTE: This is the departure day from the PDS, home, or other authorized point.***

* (1) Lodging Required. When lodging is required on the day travel begins, the per diem allowance is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging rate (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. **NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for a student dependent and the school location M&IE applies in lieu of a TDY location M&IE for the arrival day.**

* (2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem allowance is the TDY destination M&IE rate. For student dependent travel, the school location M&IE rate applies.

b. Full Calendar Travel Days

* (1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging rate (**NOTE: The destination (e.g., the school location) lodging cost is not allowed for a student dependent.**), plus the applicable M&IE rate.

* (2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the TDY location M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

c. Returning from Travel

* (1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, NTE the applicable stopover point or TDY location lodging rate (as appropriate), plus the applicable M&IE rate.

* (2) Lodging Not Required. 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 a student dependent the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

* (3) Day Travel Ends. 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). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required.. See par. C4553-D2e. 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.

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.	

the incidental rate, when quartered on a U.S. Installation even if a Government mess is not used, instead of the incidental expense rate for the locality concerned (see **NOTE** below on incidental expense));

(2) Standard GMR for meals in a Government mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Government mess, or;

(3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: *The incidental expense rate OCONUS is the applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:*

1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. In this case, payment of the locality incidental expense rate must be stated in the travel authorization.

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. *On the days of departure from and return to the PDS, the GMR or PMR do not apply.*

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided. See Appendix R, Part II, par. J. A deductible meal is a meal:

1. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;
2. Included in a registration fee ultimately paid by the Government;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
4. Furnished by the Government at no cost to the traveler;
5. 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
6. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the *only method* of providing adequate subsistence to a traveler **NOTE:** *See Chapter 4, Part I,*

for a traveler on TDY within a Combatant Command or Joint Task Force Area of Operations,

2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or
7. Meal(s) provided by a lodging establishments on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the incidental expenses for that day (\$3 in CONUS; or the locality incidental expenses (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) are payable.

C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by a traveler at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to a civilian employee under a civilian travel authorization who, as part of assigned duties, accompanies military units on field duty, or provides noncombatant support to military units. See Appendix A for the definition of field duty. The per diem payment prohibition applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. 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 pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or

convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs up to the maximum amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. For double occupancy, see par. C4555-II. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Reimbursement of lodging cost is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - with or without charge - the official 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 Service/Agency cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), 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 DOD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See JFTR, par. U4129-E.

Example 2: A DOD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized up to the single room rate and room taxes if applicable. See pars. C4430, C4530-D and C4552-I if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

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 GSBGA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBGA14398.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. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBICA 15600-TRAV, 7 March 2002. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.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. GSBICA 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. GSBICA 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 GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.PDF>).

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DOD Component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as quarters, per diem is computed IAW the provisions of par. C4553 and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Rent of the apartment, house, or recreational vehicle (see par. C4559-B);
2. Rental of a parking space for the recreational vehicle;
3. Rent of appropriate and necessary furniture, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the end of the contract term. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Government by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;

5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See par. C1405 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 traveler to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee 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, and sewer charges

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.***

NOTE: An employee who purchases or rents (par. C4555-D) 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/regs/comp-gen-dec/GSBCA 16699.htm>).

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight. A travel authorization that authorizes long-term reimbursement for dual lodging is not permitted.*** (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.)

Example 1
A traveler who leased an apartment while on a long-term TDY assignment in 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 on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.
Applicable per diem rates as used in this example:
Location A (\$130/ \$46) Location B (\$119/ \$46)
Location A apartment reimbursement for 5 days: \$225 (\$45/day x 5 days)
TDY assignment per diem in Location B:
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) plus \$95 (lodging cost) = \$141/day plus lodging tax (see NOTE)
Second thru fifth day: \$46 (M&IE) plus \$95 (lodging cost) = \$141/day x 4 days = \$564 plus lodging tax (see NOTE)
Return day to Location A: \$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2
A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.
Applicable per diem rates as used in this example:
Location C (\$109/ \$38) Location D (\$130/ \$46)
Government quarters reimbursement for 3 days: \$75 (\$25/day x 3 days).
TDY assignment per diem in Location D:
First day (departure day from Location C and arrival day in Location D): \$46 (M&IE) plus \$110 (lodging cost) = \$156/day plus lodging tax (see note)
Second and third day: \$46 (M&IE) plus \$110 (lodging cost) = \$156/day x 2 days = \$312 plus lodging tax (see NOTE)
Return day to Location C: \$38 (M&IE) plus \$25 (lodging cost) = \$63
NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased. See par. C4555-E.**

Example 3
1. A traveler is TDY at a location at which the per diem is \$109 (\$70/ \$39).
2. The traveler obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a typical month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the traveler during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See App G, Part I, Item 21k for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. 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. Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the Government reimbursing the employee, is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where lodging tax-exemption may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem allowance is:

1. \$3 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> (in this case, payment of the locality incidental expense rate must be stated in the travel authorization); or
3. The incidental amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The AO can determine \$3.50 to be adequate for anticipated expenses when the traveler is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the traveler may not exceed the applicable maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. See par. C4554-D for per diem when TDY is performed in support of field training exercises with military units.

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> or the locality concerned. The AO can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. In this case, payment of the locality incidental expense rate must be stated in the travel authorization. When the traveler pays a Government quarters use charge, the per diem payable is increased in an amount equivalent to the charge for quarters. ***The resultant amount is not to be rounded off to the next higher dollar.*** In no case can the total per diem payable exceed the applicable OCONUS per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first and/or last travel day by Government ship when it departs from the port at the employee's PDS and/or returns to the port at the PDS.***

B. Government Ship

1. General. No per diem is payable when TDY aboard a Government ship when furnished quarters without charge and meals with or without charge. 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. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) Government meal rate (See Appendix A) is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily quarters cost, NTE the locality per diem lodging ceiling for the TDY location ashore.

Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned. When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a mess facility aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (see the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the travel authorization the circumstances and rate. The actual lodging cost, if any, up to the Standard CONUS lodging rate is paid, is reimbursed.

C. Commercial Ship

1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on days of embarkation and debarkation if otherwise authorized.

2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the cost of the meals furnished, except on days of embarkation and debarkation if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the travel authorization the circumstances warranting the rate.

D. Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505). 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. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

a. Government-procured ferry transportation; or

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

3. Per Diem

a. Lodging. Lodging reimbursement (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 and computed for the employee using the highest CONUS M&IE rate (see Appendix 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 employee's location at 2400 on that day; and

NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the location of the employee at 2400 (see par. C4553) on the debarkation day.

4. Ferry Fee. Reimbursement is authorized for a ferry fee.

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined IAW instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

NOTE: See Chapter 4, Part K, for per diem for training assignments.

A. Long-term TDY Assignments. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in **NOTE 1** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
2. Government quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);
3. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
4. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a U.S. installation (see definition in Appendix A) or the applicable incidental expense allowance in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> if lodgings are not on an installation. See the **NOTE** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: *Taxes on lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) are limited to taxes on the maximum amount prescribed for lodging in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.*

NOTE 2: *If an employee is transferred by PCS travel authorization to the long-term TDY location, per diem being paid ICW the long-term TDY assignment stops on the date the employee is notified of the transfer. See par. C4113.*

B. Exceptions to the Prescribed Long-term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DOD Component may request an exception to the 55 percent rate IAW pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD Component involved may request a lower fixed per diem rate under par. C4550.
2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD Component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality.
3. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, **if requested by the employee**. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Example 1

- a. An employee on a long-term TDY assignment is paid per diem at the rate of \$50.05 (55% of \$91, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$91 rate includes \$31 for M&IE and \$60 for lodging).
- b. The \$50.05 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$33.00 (\$50.05 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$990.00 (30 days x \$33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). The \$57.05 does not exceed the locality per diem rate of \$91.

Example 2

- a. An employee on a long-term TDY is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the TDY location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
 - b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
 - c. The employee had to take emergency leave from 16 through 31 January and after returning to the TDY location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
 - d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
 - e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
 - f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.
3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, are authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individuals Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see Appendix E), are authorized per diem/AEA (see pars. C4553 and C4600). Individuals are not authorized per diem on pre-employment interview travel (see par. C7150), but may be authorized reimbursement on an actual expense basis NTE the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

A. Absence due to Illness or Injury. See par. C7370 for per diem authorization when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Chapter 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.* For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

D. Return to PDS on Non-workdays. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workdays to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday up to the amount payable had the employee remained at the TDY site. There is no authorization for reimbursement of transportation costs (B-171266, 24 February 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, by an appropriate statement in the travel authorization, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructed per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructed cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Travel Authorizations after Commencement of Travel and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY travel authorization is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization is canceled on or after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

NOTE: If the TDY requirement is known before departure on leave, the employee 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 location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

Following are per diem computation examples for specific circumstances.

NOTE 1: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for all per diem rates.

NOTE 2: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

Example 1 TDY Travel		
<i>See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C4550-F3 for the current Standard CONUS per diem rate.</i>		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee paid \$40 for 6 nights of lodging in a hotel, \$4 for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	75% x \$39 (M&IE rate) + \$40 (lodging) =	\$ 69.25
Day 2 to 6	\$39 (M&IE rate) + \$40 (lodging) x 5 days =	395.00
Day 7 to 8	\$39 (M&IE rate) + \$4 (lodging) x 2 days =	86.00
Day 9	\$39 (M&IE rate) + \$0 (lodging) =	39.00
Day 10 (return day)	75% of \$39 (preceding calendar day M&IE rate) =	<u>29.25</u>
Amount due employee		\$618.50
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement may not exceed the maximum amount prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for the locality concerned. The Standard CONUS per diem rate of \$109 (\$70/ \$39) is used for this example.		
Day 1 (departure day) - the applicable per diem rate is 75% of the M&IE rate (\$39) (\$29.25) plus the lodging cost (\$40) for that day, pay \$69.25.		
Days 2 to 6 - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$40) times the number of days 5, pay \$395.		
Days 7 and 8 - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$4) times the number of days 2, pay \$86.		
Day 9 - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$0), pay \$39.		
Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$39), pay \$29.25.		
The per diem authorization began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.		

Example 2 TDY Travel			
DEP	Residence	1st Day	
ARR	Goteborg, Sweden	2nd Day	
TDY	Goteborg, Sweden	3rd - 7th day	
DEP	Goteborg, Sweden	8th Day	
ARR	Residence	8th Day	
Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for Goteborg, Sweden at the time the employee traveled was \$256 maximum, (\$143/ \$113). The employee's authorized per diem is computed as follows:			
1 st Day	Travel day with no lodging expense	75% times \$113 (M&IE for Goteborg) =	\$ 84.75
2 nd Day	Arrival day	\$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	117.00
3 rd -7 th Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	135.00
8 th Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			\$421.50

EXAMPLE 3**TDY Travel Involving IDL with a 'Lost' Day**

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 (Wednesday and Thursday) 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 Government 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
20-24 Aug (Friday-Tuesday)	\$90 (M&IE) + \$135 (lodging) = \$225 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 4**TDY Travel Involving IDL without a 'Lost' Day**

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

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

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

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

ITINERARY

Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)

18 Aug Wednesday	75 % x \$72 =	\$54.00
19-24 Aug (Thursday-Tuesday)	\$72 (M&IE) + \$140 (lodging) = \$212 x 6 days =	\$1,272.00
25 Aug Wednesday	75 % x \$72 =	\$54.00
Total		\$1,380.00

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Authorizations						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	A	B	C	D	E	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.

(2) Whole Days of Travel in CONUS

Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus the cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$3. See par. C4554-B.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE plus the cost of occupied lodging NTE maximum rate prescribed for TDY locality ^{8/} . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{2/ 6/8/}

(3) Whole Days of Travel – OCONUS

Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE ^{4/} applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. ^{5/8/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{5/ 6/8/}

(4) Day(s) of Return to PDS

Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate	
	A	B	C	D	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.
Per Diem for Return Day to PDS ^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the M&IE rate for the last TDY locality. ^{1/}	For departure day from TDY: M&IE plus lodging ^{2/,5/} cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for stopover locality. ^{1/}	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO. See par. C4553-D2c(4).	75% of the M&IE rate for the TDY/training locality. The fixed reduced/55% rate does not apply on return day to the PDS.

Footnotes

1/ GMR/PMR and the \$3.50 incidental rate do not apply on departure day from or return day to PDS.

2/ Lodging tax *is* separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.

3/ The AO can determine that \$3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. Payment of the incidental expense rate for the TDY locality must be stated in the travel authorization.

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

5/ Lodging tax *is not* separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.

6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is *within CONUS is reimbursable* under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.

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

8/ When a per diem rate based on the cost of available Government quarters is authorized in the traveler's travel authorization, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

A. Purpose. The per diem allowance is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

*B. 'Lodgings-Plus' Per Diem Method Applicability to Evacuated Employees/Dependents. An evacuated employee and dependents are authorized a per diem allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. ***Actual expense allowances described in Chapter 4, Part M, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see the Appendix A definition of "Per Diem Allowance" and Chapter 4, Part L. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because many evacuated employees and dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.*** This restriction does not apply when the employee/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 employee/dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. See computations in par. C4566-C. Government mess or open mess availability/use has no effect on per diem allowances for an employee/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem allowances payable under par. C4566 may be paid in advance as prescribed in Chapter 6, Part D, §550-403(d).

C. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE:

- 1: The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current allowances. Please check <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, as appropriate, for current per diem rates.***
- 2. Taxes paid on lodgings while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to per diem.***
- 3. Taxes paid on lodgings while at a safe haven or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the lodging cost. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.***
- 4. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***
- 5. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***

Example

An employee, the employee’s spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60 for lodging taxes (8%). The maximum per diem applicable at that location was \$99, (\$60/ \$39).

*(a) Unless a lower rate is authorized under Chapter 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Chapter 6, Part D, §550.405(b)(1)):

The employee and each dependent age 12 or older is authorized per diem up to the full rate (\$99) (\$60/ \$39). Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	Max Lodging	Total
Employee:	\$39	\$60	\$99
Employee’s spouse	\$39	\$60	\$99
Child (age 12 or older)	\$39	\$60	\$99
Child (under age 12)	\$19.50 (\$39 x 50%)	\$30 (\$60 x 50%)	\$49.50
Max daily amt that may be paid for costs incurred by employee & 3 depts	\$136.50		\$346.50

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$136.50 for M&IE and up to \$210 for lodging), as follows:

M&IE:	\$136.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$210) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$231.50 (Daily amount that is payable to the employee and dependents (within the maximum \$346.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).
Lodging Tax:	\$7.60
Total:	\$239.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).

*(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, unless a lower rate is authorized under Chapter 6, Part D, §550-405(b)(3). Determine the maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:

	M&IE	Max Lodging	Total
Employee	\$23.40 (\$39 x 60%)	\$36.00 (\$60 x 60%)	\$59.40
Employee’s spouse:	\$23.40 (\$39 x 60%)	\$36.00 (\$60 x 60%)	\$59.40
Child (age 12 or older)	\$23.40 (\$39 x 60%)	\$36.00 (\$60 x 60%)	\$59.40
Child (under age 12)	\$11.70 (\$39 x 30%)	\$18.00 (\$60 x 30%)	\$29.70
Max daily amt that may be paid for costs incurred by the empl & 3 depts	\$81.90	\$126.00	\$207.90

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$81.90 for M&IE and up to \$126 for lodging), as follows:

M&IE:	\$81.90 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$126) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$176.90 (Daily amount that is payable to the employee and dependents within the maximum \$207.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	\$7.60
Total:	\$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

CHAPTER 5

PERMANENT DUTY TRAVEL

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C5556 ACTUAL RESIDENCE DETERMINATION

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C5584	AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS <ul style="list-style-type: none"> A. General B. Exceptions C. Examples
C5586	AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE <ul style="list-style-type: none"> A. Violation during the First Year of Service under an Initial Service Agreement B. Violation after One Year of Service under an Initial Service Agreement C. Employee Serving under Renewal Agreements D. DODEA Teachers
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C5604	INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)
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- C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS** (FTR §302-3.426, 302-3.427, 302-3.428, and 302-3.429)
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 - B. Payable Allowances
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 - B. Requirements ICW Reimbursement
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 - E. Residence Sale in Anticipation of Transfer
 - F. Examples
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 - I. FTA and HSTA Lease Penalty
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- C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**
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 - B. Claim Submission
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	D. Legal and Related Expenses
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	H. Loan Origination Fees and Similar Charges
	I. Mortgage and Transfer Taxes
	J. State Revenue Stamps
	K. Other Similar Charges
	L. Charge for Prepayment of Mortgage
	M. Mortgage Title Insurance Policy
	N. Owner's Title Insurance Policy
	O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence
	P. Expenses that Result from Construction of a Residence
	Q. Non-reimbursable Items
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	S. Interest on Loans, Points, and Mortgage Discounts
	T. Property Taxes
	U. Operating or Maintenance Costs
	V. Finance Charges
	W. Losses Due to Prices or Market Conditions at the Old and New PDS
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	AH. Home Inspection Fee
	AI. Home Marketing Incentive Program
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	AK. Real Estate -- New Employee
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C5810 PROCEDURAL REQUIREMENTS AND CONTROLS

- A. Employee Option
- B. Dual Benefits Prohibited
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- D. Maximum Home Value

Section Q2: Property Management (PM) Services**C5815 GENERAL**

- A. When PM Services May Be Authorized
- B. Obtaining PM Services
- C. PM Services
- D. Income Tax Consequences of PM Services
- E. Ineligible Employee

C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

- A. General
- B. PM Services Payment Duration
- C. PM Services Continuation

C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

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- B. PM Services in Lieu of Residence Sale
- C. Repayment of PM Expenses
- D. Residence Sale after Electing PM Services
- E. PM Services Payment Duration

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

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- B. PM Services Payment Duration
- C. Residence Sale Incident to Temporary Official Station Becoming the PDS

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- A. Purpose
- B. Definitions
- C. Tax Consequences

C5840 ELIGIBILITY**C5845 PAYMENT CONDITIONS**

- A. Eligible Employee
- B. Relocation Services Fee
- C. Authorization (FTR §302-14.101(c))

C5849 MAXIMUM AMOUNT PAYABLE

- A. Payment Limitations
- B. Payment Examples

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES**C5050 PCS MILEAGE/MALT ALLOWANCE (FTR §302-4.300)****A. POC Travel**

1. Except for RAT, the PCS mileage/MALT for PDT by POC, when authorized/approved is determined by the official distance for which PCS mileage/MALT may be paid under circumstances (as determined IAW the applicable provisions of this regulation).
2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization is authorized the PCS mileage/MALT rate per mile even if traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS travel authorization, each is authorized PCS mileage/MALT for the official distance. See par. C5000-B1a. While each employee receives PCS mileage/MALT, only one employee receives the reimbursable expenses.
 - a. Example 1. An employee-married-to-employee couple, each on a PCS travel authorization and therefore eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as a dependent of the other employee (par. C5000-B1a)), and their two children travel in one POC. Each employee receives PCS mileage/MALT for the official distance. Either employee may submit all of the reimbursable expenses.
 - b. Example 2. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS travel authorization/order, and their two children travel together in one POC. Each receives PCS mileage/MALT for the official distance. Either employee may submit all of the reimbursable expenses.
3. See par. C2505 for the PCS mileage/MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, but travel ends up partly by POC and partly by common carrier (see par. C2203), the traveler is authorized:

1. The PCS mileage/MALT rate for the distance traveled by POC;
2. The common carrier cost; and
3. Per diem for actual travel time.

The total amount must not exceed the PCS mileage/MALT rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage/MALT rate.

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. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

Authorization for the use of more than two POCs is limited to PDT that is to the Government's advantage. Conditions for reimbursement authorization are in par. C2159-C.

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

****NOTE: Travel of 12 or fewer hours (12-Hour Rule). A per diem allowance must not be paid when the official travel period is 12 or fewer hours. See FTR §302-11.2.***

*A. POC Use to the Government's Advantage. When POC use for PDT is authorized (see note above) when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-B), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

B. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DOD Component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DOD Component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

*C. POC Use Not to the Government's Advantage. When a POC is used for PDT and it is not to the Government's advantage, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

***D. Per Diem Rates for PDT**

*1. 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 in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

*2. ***The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.***

- a. Travel to a first duty station for a newly recruited employee or appointee;
- b. Travel incident to a PCS;
- c. RAT;
- d. Separation travel; and
- e. While occupying temporary lodging (except when TQSE(F) is authorized under Chapter 5, Part H3).

*The locality rates listed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

*3. Effective 1 October 2007 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$39	\$109

*4. OCONUS Travel. The maximum per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> apply to OCONUS travel.

- a. Travel to a first duty station for a newly recruited employee or appointee;
- b. Travel incident to a PCS;
- c. RAT;
- d. Separation travel;
- e. Travel (for the entire trip) to seek permanent residence (house-hunting); and
- f. While occupying temporary quarters at an OCONUS location.

*E. Per Diem Allowance Elements

*1. Maximum Lodging Expense. Per diem rates include a maximum lodging expense *reimbursement amount*. Reimbursement may not exceed *the lesser of the actual lodging cost or the applicable maximum amount*. *Receipts for lodging are required. See par. C1310.*

***NOTE: The maximum lodging amount allowed in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Lodging taxes in CONUS and non-foreign OCONUS areas are separately reimbursable as Miscellaneous Expenses. The maximum lodging amount allowed in foreign OCONUS areas includes lodging taxes. Lodging taxes in foreign OCONUS areas are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for world-wide per diem rates.**

*2. Meals and Incidental Expenses (M&IE). Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to a traveler without itemization of expenses or receipts.

*F. 'Lodgings-Plus' Per Diem Computation Method. Compute per diem for all PCS travel using the 'Lodgings-Plus' method. Each travel day's per diem is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total NTE the Standard CONUS per diem rate (or for OCONUS PCS travel the maximum OCONUS locality per diem rate(s)).

*1. Per Diem Computations. Per diem must be calculated using the following rules:

*a. PCS of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C5060-F1a(1) and C5060-F1a(2). No deduction is made for meals.

*(1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the Standard CONUS M&IE rate (or OCONUS M&IE rate for the new PDS) for one day.

***NOTE: Per diem payment authorized by par. C5060-F1a(1) may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a)).**

*(2) Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

*b. Travel of More than 24 Hours

****NOTE: This is the departure day from the PDS, home, or other authorized point.***

* (1) Day Travel Begins

*(a) Lodgings Required. When lodging is required on the day travel begins, the per diem allowance is the actual lodging cost incurred by the traveler, NTE the Standard CONUS rate or maximum OCONUS locality rate as appropriate, plus 75% of the Standard CONUS M&IE rate (or OCONUS M&IE rate as appropriate).

*(b) Lodgings Not Required. If lodging is not required, per diem is 75% of the Standard CONUS M&IE rate (or OCONUS new PDS M&IE rate) for one day.

* (2) Full Calendar Days

*(a) Lodging Required. When lodging is required and the traveler is still en route, the Standard CONUS per diem rate (or OCONUS locality rate) is the maximum rate prescribed for a stopover point at which lodging is obtained, plus the Standard CONUS M&IE rate (or destination OCONUS M&IE as appropriate).

*(b) Lodging Not Required. For each full calendar day a traveler is en route and lodging is not required, the per diem allowance is the Standard CONUS M&IE rate (or OCONUS M&IE rate as appropriate).

* (3) Day Travel Ends

*(a) Lodgings Required. When lodging is required on the day travel ends, the per diem allowance is the lesser of the actual lodging cost incurred by the traveler or the Standard CONUS lodging rate (or maximum OCONUS locality lodging rate as appropriate) plus 75% of the Standard CONUS M&IE rate or of the new OCONUS PDS M&IE rate as appropriate).

*(b) Lodgings Not Required. If lodging is not required, per diem is 75% of the Standard CONUS M&IE rate or of the new OCONUS PDS M&IE rate for that day.

*G. PDT

****NOTE: The per diem rates prescribed for PDT in par. C5060-D apply when computing per diem in pars. C5060-G1 House-hunting Trip, C5060-G2 En Route Travel to the New PDS, C5060-G3 RAT, and C5060-G4 Separation Travel.***

*1. House-hunting Trip. When computing per diem for house-hunting trips, see Chapter 5, Part M, except for determining the applicable rates. See ***NOTE*** above.

*2. En Route Travel to the New PDS. Except for determining the applicable rate (see ***NOTE*** above), par. C5060-G applies when computing en route travel per diem allowances to a new PDS. The Standard CONUS M&IE rate or OCONUS M&IE locality rate, as appropriate, (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the current rate), applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060-F1b(1) and C5060-F1b(3) apply. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C5060-D3 for the current Standard CONUS per diem rate.

*3. RAT. When computing per diem for RAT, see Chapter 5, Part K, except for determining the applicable rate. See ***NOTE*** above.

*4. Separation Travel. Except for determining the applicable rate (see **NOTE** above), pars. C5060-F1b(2)a and F1b(2)b apply when computing per diem for all en route travel to the actual residence incident to separation. The Standard CONUS M&IE rate is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060-F1b(1) and C5060-F1b(3) apply. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C5060-D3 for the current Standard CONUS per diem rate.

*H. Per Diem Computation Examples

*1. Example 1

PCS Travel		
NOTE: See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by privately owned-automobile, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for up to 8 days based on 350 miles per day. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$109/day (Standard CONUS per diem rate) =		\$872.00
Day 1 (departure day)	75% of \$39 + \$58 (lodging) =	\$87.25
Day 2	\$39 =	\$39.00
Day 3 to 8	\$39/day x 6 days = \$234 + Lodging \$(57, 59, 58, 57, 56, and 59 = \$346)	\$580.00
Day 9	\$39 + \$0 (lodging) =	\$39.00
Day 10 (arrival day)	75% x \$39 =	\$29.25
Employee's per diem authorization =		\$774.50
Per diem for accompanying spouse at ¾ of the amount due the employee (\$860.50) =		\$580.87
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (\$860.50) =		\$387.25
Total amount payable to employee =		\$1,742.62
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus \$58 lodging cost for a total of \$87.25.		
Day 2 , the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 3 to 8 , the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$346) NTE \$70 times 6 days for a total of \$654.		
Day 9 , the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) for a total of \$29.25.		
The per diem for actual travel by the employee is \$774.50. Since the per diem for actual travel does not exceed the maximum allowable (\$872.00) for 8 days travel time, the employee is authorized the full amount (\$774.50) for the actual travel time and authorization for dependents is ¾ and ½ respectively of the \$774.50 due the employee.		

*2. Example 2

PCS Travel		
NOTE: See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by privately owned-automobile, accompanied by spouse and 7-year old child. They departed the residence at 0800 on Day 1 and arrived at the new PDS at 2100 on Day 6.		
The employee may be paid per diem for up to 4 days based on 350 miles per travel day per the official distance of 1,443 miles. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 4 days x \$109/day (Standard CONUS per diem rate) =		\$436.00
Day 1 (departure day)	75% of \$39 + \$0 (lodging) =	\$29.25
Day 2	\$39 + \$59 (lodging) =	\$98.00
Day 3	\$39 + \$0 (lodging) =	\$39.00
Day 4	\$39 + \$53 (lodging) =	\$92.00
Day 5	\$39 + \$0 (lodging) =	\$39.00
Day 6 (arrival day)	75% x \$39 =	\$29.25
Employee's per diem authorization =		\$326.50
Per diem for accompanying spouse at ¾ of the amount due the employee (326.50) =		\$244.87
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (326.50) =		\$163.25
Total amount payable to employee =		\$734.62
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 ÷ 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) for a total of \$29.25.		
Day 2 and 4 - the applicable per diem rate is the M&IE rate (\$39) for each day plus lodging cost (\$59 and \$53) NTE \$70 for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate (\$39) for each day for a total of \$78.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$29.25) of the Standard CONUS M&IE rate (\$39).		
The per diem for actual travel time (\$326.50) did not exceed the maximum allowable (\$436.00), therefore the employee is authorized the lesser amount and the authorization for dependents is ¾ and ½ respectively of the \$326.50 due the employee.		

*3. Example 3

PCS Travel, Actual Costs Exceed the Government Cost		
<i>NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.</i>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by privately owned-automobile. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem for up to 8 days based the official distance of 2,615 miles. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$109/day (Standard CONUS per diem rate) =		\$872.00
Day 1	75% x \$39 = \$29.25 + \$70 (lodging) =	\$99.25
Day 2 to 10	\$39 + \$70 (lodging) = \$109/day x 9 days =	\$981.00
Day 11-14	\$39/day x 4 days =	\$156.00
Day 15	75% x \$39 =	\$29.25
Total		\$1,265.50
Per diem for accompanying spouse at ¾ of the amount due the employee (1,265.50) =		\$949.12
Employee total travel costs (1,265.50 + \$949.12) =		\$2,214.62
Total amount payable to employee (\$872 + dependent per diem \$654, 75% of \$872) =		\$1,526.00
<i>Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.</i>		

*4. Example 4

PCS Travel OCONUS to OCONUS		
<p>NOTE: See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html or par. C5060-D3 for the current Standard CONUS per diem rate.</p>		
<p>An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by privately owned automobile accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.</p>		
<p>The official distance traveled was 771 miles. The employee may be paid per diem for up to 3 days based on 350 miles per calendar day. See par. C5060. Lodgings were occupied for 1 night.</p>		
<p>The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:</p>		
Per Diem for Actual Travel using the 'Lodgings-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = \$500 =		\$500.00
Day 1 (departure day)	75% of \$156 + \$127 (lodging) =	\$244.00
Day 2	\$72 + \$125 (lodging) =	\$197.00
Day 3 (arrival day)	75% of \$68 =	\$51.00
Employee's per diem authorization =		\$492.00
Per diem for accompanying spouse at ¾ of the amount due the employee =		\$369.00
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		\$369.00
Total amount payable to employee = (\$492 + 2 dependents per diem (738, 75% of \$492) =		\$1230.00
<p>Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.</p>		
<p>The maximum allowable per diem for PCS travel in OCONUS is the maximum OCONUS locality per diem rate prescribed in. http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html.</p>		
<p>Day 1 (departure day), the applicable per diem rate is 75% of the OCONUS locality M&IE rate (\$156) plus \$127.00 lodging cost for a total of \$414.00.</p>		
<p>Day 2, the applicable per diem rate is the OCONUS M&IE rate (\$72) plus lodging cost (\$125) for a total of \$197.</p>		
<p>Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.00.</p>		
<p>The per diem for actual travel by the employee is \$492.00. Since the per diem for actual travel does not exceed the maximum allowable (\$500.00) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and authorization for dependents is ¾ each of the \$492.00 due the employee.</p>		

*5. Example 5

PCS/Separation Travel	
NOTE: See http://perdiem.hqda.pentagon.mil/bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours. See par. C5060-G	
4. Since travel begins and ends on the same day, par. C5060-G1a and C5060-G1a(2) applies. See also par. C5060-H4.	
5. The maximum per diem rate at the time of travel was \$109 (\$70/ \$39). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$29.25 (75% x \$39).	
7. Per diem payable for the spouse is ¾ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. Example 6

PCS Travel - More than 12 Hours But Not Exceeding 24 Hours		
DEP	Old PDS CONUS()	1 May
ARR	New PDS (OCONUS)	2 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78.00 at the time of travel.		
REIMBURSEMENT		
NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-D for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.		
75% x \$78.00 (M&IE) rate for new PDS location =		\$58.50
Total reimbursement =		\$58.50
Per diem for the accompanying spouse if ¾ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee (\$58.50) =		\$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing PCS mileage/MALT rate and per diem incident to PDT by automobile.
2. The per diem/PCS mileage/MALT rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage/MALT rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
3. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.
4. The per diem allowance is as computed in pars. C5125 and C5060-A, and examples in par. C4565.

B. Reimbursement Computation Example for the Use of One Automobile

Reimbursement Computation for the Use of One Automobile	
<p>An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by spouse and a 2-year old child.</p> <p style="text-align: center;">The official distance from Location A to Location B = 2,826 miles.</p> <p style="text-align: center;">Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days ($2,826 \div 350 = 8$). See par. C5060.</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 = \565.20	\$ 565.20
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). $8 \times \$109 = \872	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 =$	487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 =$	325.00
6. Amount spent on tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,315.20

C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for the Use of Two Automobiles	
<p>An employee performs PCS travel from Location A, to Location B, using two automobiles.</p> <p style="text-align: center;">The official distance from Location A to Location B = 2,826 miles.</p> <p style="text-align: center;">Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days ($2,826 \div 350 = 8$).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 =$	\$ 565.20
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 =$	565.20
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). $8 \text{ days} \times \$109/\text{day} = \872	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 =$	487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 =$	325.00
7. Amount spent on tolls	+ 10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,602.90

D. Computation Example of the PCS Mileage/MALT Rate for Two Separate Trips. Per diem for a dependent is computed in pars. C5125 and C5060.

Computation of the PCS Mileage/MALT Allowance Rate for Two Separate Trips	
<p>An employee performs PCS travel from Location A to Location B, by automobile. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.</p>	
866 miles @ \$0.20 per mile (employee only) =	\$173.20
866 miles @ \$0.20 per mile (spouse and 2 children) =	<u>+ 173.20</u>
Total PCS mileage/MALT allowance rate payable for privately owned automobile travel	\$346.40
<p>In addition to the PCS mileage/MALT allowance rate, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p><i>No per diem is payable on the employee's behalf for the employee's second trip.</i></p> <p>The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.</p> <p>The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents.</p> <p>Per diem for dependents is computed in pars. C7006 and C5060.</p>	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if PCS allowances are part of the hiring process:

1. Employee and dependents' transportation, including PCS mileage/MALT allowance for POC travel, (see par. C5050-A),
2. Per diem for the employee and dependents (see par. C5125-F for travel by ship),
3. HHG shipment, including storage-in-transit,
4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.***,
5. Miscellaneous expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Chapter 5, Part P.

B. Allowance Restrictions. The allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (see Chapter 5, Part H), and
2. POV shipment (see Chapter 5, Part E).

C5075 PCS MOVEMENTS (FTR §302-3)

- A. General. This covers world-wide PCS movements.
- B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in par. C5075.
- C. Agreements/Service Requirements/Violation Agreements. See Chapter 5.
- D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

- A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b))
1. General
 - a. Travel and transportation expenses may be allowed to first duty station only for the following persons:
 - (1) A new appointee to any position;
 - (2) A student trainee assigned to any position upon completion of college work; or
 - (3) Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
 - b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
 - (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
 - (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).
 - c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DOD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.
 2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS
 - a. Agreement Requirements. See Chap. 5, Part L.
 - b. Service Requirements. See par. C5570.
 - c. Travel and Transportation Allowances. Travel and transportation allowances:
 - (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
 - (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). See par. C1004. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS the following are authorized:

(a) Miscellaneous Expense Portion. See DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004,

(b) Lease Penalty Expense Portion. See DSSR, section 242.4 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, section 242.3 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 (<http://www.state.gov/m/a/als/1727.htm>)). Provided for temporary quarters occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at <http://www.state.gov/m/a/als/1721.htm>.

B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS.
- b. For travel and transportation allowances to the first PDS to be provided, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See par. C4001-A regarding agreement requirements for appointments to an OCONUS position.
- e. See par. C5570-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
 - (1) An individual who is employed with the Federal Government for the first time,
 - (2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and
 - (3) An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or

- (4) A student trainee assigned to the Government upon completion of college.
- c. Is *not* an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.
3. DOD Component Responsibility. *Each DOD Component must ensure that new appointees are informed of benefits availability and limitations.*
4. Procedural Requirements
- a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.
- b. Travel before Appointment
- (1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
- (2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.
- (3) Par. C5080 does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.
- c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*
5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Government expense is authorized/approved by the hiring DOD Component. Not all of the listed items are applicable in each situation covered by this Part.
- a. Travel and transportation, including per diem, for the appointee/student trainee. See par. C4553-B3.
- NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for first duty station travel.**
- b. Transportation for the appointee's/student trainee's dependent. See Chapter 5, Part C.
- c. PCS mileage/MALT if a POC is used. See par. C5050.
- d. HHG transportation and storage in transit. See Chapter 5, Part D.
- e. NTS of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Chapter 5, Part D.
- f. Mobile home transportation. See Chapter 5, Part F.
- g. Shipment of a POV when authorized by the DOD Component. See Chapter 5, Part E.
6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.
- a. Per diem for dependents;
- b. A house-hunting trip (HHT);

- c. Temporary Quarters Subsistence Expense Allowance (TQSE) (Chapter 5, Part H);
- d. Miscellaneous Expense Allowance (MEA) (Chapter 5, Part G); ***NOTE: Chapter 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***
- e. Residence sale and purchase expenses (Chapter 5, Part P);
- f. Lease-breaking expenses (except as in par. C1004-C4); and
- g. Relocation services (Chapter 5, Part Q).

7. Alternate Origin and/or Destination

- a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
- b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
- c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302-3.206)

- 1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.
- 2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.
- 3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:
 - a. In the Federal Government,
 - b. Within 1 year of the separation date,
 - c. Under a non-temporary appointment, and
 - d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

- 4. Agreement Requirement. PCS allowances authorized under par. C5080 may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances

authorized under par. C5080 become the individual's personal financial responsibility. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employee Transferring to the U.S. Postal Service. The allowances under par. U5080 may also be authorized for a DOD employee (5 USC §5735) who:

- a. Is scheduled for separation from DOD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under par. C5080, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage/MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DOD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

a. Reimbursement is allowable in Chapter 5, Part P for real estate expenses required to be paid by the employee ICW residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 5, Part G),
- (2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (see Chapter 5, Part P),
- (3) A HHT, but only if authorized in the travel authorization, under Chapter 5, Part M, and
- (4) TQSE, but only if authorized in the travel authorization under Chapter 5, Part H.

d. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

- (1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.
- (2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.
- (3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authorization in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. See JFTR, Chapter 7, Part G, for travel and transportation allowances when a Reserve Component member (including a dual status technician) or retired member is called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authorization for the first transfer has not expired.

b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C1052-B.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

NOTE: The restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DOD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

a. In the Government's interest (responding to a vacancy announcement is not 'at the employee's request'),

b. To a new PDS that is at least 50 miles from the old PDS, and

c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

(1) Residence at the time of PCS notification and the old and new PDSs, and

(2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). For exceptions see par. C5080-F2.

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Government's interest, ***and without the move***:

a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or

b. There is a commuting time increase to the new PDS; or

c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in a travel authorization must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. *Non-compliance of the new residence location is grounds for denial of the various allowances.*
- d. See Chapter 16 for reimbursement of additional taxes incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

- a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of par. C5080) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.
- b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DOD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.
- c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302-3, subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and
2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. C5090 for specific regulations concerning a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/ use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
 - d. *If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the approved delay period, the employee loses the allowances.*

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 5, Part C and Part D).
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employee Not Eligible. The following are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DOD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DOD Component, when PCS allowances are authorized by the gaining DOD Component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DOD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new transportation agreement. See par. C4001.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) **Example 1**. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Dayton, OH. The gaining DOD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in

Dayton by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DOD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Denver, CO. The gaining DOD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DOD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:

- a. Senior Executive Service (SES) positions; and
- b. Non-SES appointees if the appointee:

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

- (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.
2. Exclusions. This Part does not apply to an SES employee who is a:
- a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
 - b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
 - c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.
3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:
- a. Satisfied the eligibility criteria in par. C5090-B; and
 - b. Dies in Government service;
 - c. Died after separating from Government service but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, but only after the employee has actually separated from Federal service. ***Any expenses incurred prior to actual separation are not reimbursable.*** See GSBICA 16328-RELO, 12 April 2004. The employee must have:

1. Was geographically transferred/reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:
 - a. One SES career appointment to another; or
 - b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or
 - c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.
2. At the time of the transfer/reassignment was:
 - a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
 - b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
 - c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and

4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DOD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DOD Component, travel and transportation expenses are paid for an eligible employee. See par. C5090-A. Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
2. Transportation expenses under par. C5100, but not per diem, for the employee's dependent;
3. PCS mileage/MALT allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and storage in transit (see Chapter 5, Part D) NTE 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. per diem for the employee's family,
2. TQSE,
3. MEA,
4. residence sale and purchase expenses,
5. lease-breaking expenses,

6. NTS of HHG,
7. RIT allowance, and
8. relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement must not exceed the policy-constructed airfare (see Appendix A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method).

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PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**SECTION 1: GENERAL****C5100 ELIGIBILITY****A. General**

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.
2. Dependent travel and transportation allowances are based on the employee's travel authorization and are subject to the conditions and restrictions in Chapter 5, Part C.
- *3. Except as in Chapter 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.
4. There is no authority for any additional travel and transportation allowances for a dependent who accompanies an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see Appendix A for DEPENDENT) for travel allowance depends in part on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports at new PDS is eligible for travel to that new PDS even if travel is delayed until the child is age 22 years and 11 months.

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PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**SECTION 2: PCS TRANSFERS****C5105 TRANSFER TO AND WITHIN CONUS****A. When Authorized**

1. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.
2. See Chapter 5, Part M for spouse house-hunting trip incident to an employee's transfer.
3. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

B. Origin and Destination

1. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. Reimbursement may not exceed the Government's costs over a usually traveled route between the old and new PDSs.
4. Travel to a first PDS may not exceed the Government's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. A dependent, traveling by POC, may travel with the employee or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC PCS mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Miscellaneous expenses listed in App G, Part I are reimbursable.

E. Travel Authorization. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation (*Exceptions in par. C1057*). Dependent travel to a new PDS to establish residence there:

1. Must begin within 2 years after the date an employee reports for duty at the new PDS, and
2. Should begin at the earliest practicable date.

C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized ICW:

1. A current employee's PCS,
2. The initial appointment of certain employees, and
3. RAT.

B. Travel Origin and Destination**1. Reassignment/Transfer of a Current Employee****a. From a CONUS PDS to an OCONUS PDS**

(1) When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both.

* (2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See Chapter 6 for exceptions.

* (3) The Government's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See Chapter 6 for exceptions.

(4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government/Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized.

(5) For mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs between the old PDS and new PDSs.

b. Between OCONUS PDSs. When an employee is:

* (1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See Chapter 6 for exceptions.

(2) Authorized travel to the actual residence the dependent may return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

*a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See Chapter 6 for exceptions.

*b. OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See Chapter 6 for exceptions.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:

a. Meets the conditions in par. C4002-B2, and

b. Executes a service agreement,

*dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See Chapter 6 for exceptions.

4. Renewal Agreement Execution to Serve an Additional OCONUS Tour

*a. An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from

the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See Chapter 6 for exceptions.

*b. Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See Chapter 6 for exceptions.

c. An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel

1. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.
2. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authorization from the OCONUS command and advise the activity responsible for processing the employee.
3. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.
4. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization must be amended to provide for dependent travel at the time of dependent travel authorization.
5. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any appropriate mode specified in Chapter 2.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to reimbursement conditions and limitations for travelers in Chapter 2. Miscellaneous expenses in App G, Part I are reimbursed.

F. Travel Authorization. Authorization for dependent's travel must be included in:

1. The employee's travel authorization,
2. An amended travel authorization, or
3. A supplemental travel authorization issued IAW par. C5110-C.

G. Time Limit

1. General

a. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial OCONUS appointment.

b. For an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years.

- c. When an employee is assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/ administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.
 - d. Travel should be completed at the earliest practicable date.
 - e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.
 - f. The 2-year time limit 'clock' resumes on the embargo removal date.
2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.
 3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DOD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Government's best interest. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5110-G2.
 4. Locally Hired Employee. The time limit in par. C5110-G2 applies to dependent travel of any employee hired locally who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

C5115 TRAVEL FROM AN OCONUS AREA

A. General

1. Authority for dependent(s) travel from OCONUS at Government expense is determined by:
 - a. An employee's transportation eligibility, or
 - b. The appropriate OCONUS command when the Government's best interest is served by the dependent(s) early return. See par. C5450 for dependent early return.
2. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Government-funded travel.
3. For a dependent who elects to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must **not** be authorized.
4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent.
5. A former dependent's travel is authorized when the employee:
 - a. Is assigned to a U.S. PDS;
 - b. Travels to the actual residence in the U.S. for separation; or
 - c. Travels to the U.S. pursuant to renewal agreement.

See pars. C5115-C, C5115-D1a, C5115-D2, and C5545.

6. Return to the U.S. may be authorized at Government expense for the early return of a dependent(s) (other than for compassionate reasons). See par. C5450.
7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
8. Return travel authorization for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

B. When Authorized. Dependent travel may be authorized ICW:

1. A PCS, or
2. Return for separation.

See par. C5115-C.

C. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

- a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:
 - (1) At the employee's OCONUS PDS,
 - (2) A place other than the OCONUS PDS, or
 - (3) Partially at both.
2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.
3. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

- a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government.
 - (1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
 - (2) Travel costs to an alternate destination anywhere in the world may be allowed.
 - (3) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).
 - (4) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government.

Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government. See par. C5115-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government.

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Government.

(2) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

*D. Evacuation. See Chapter 6 for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Chapter 2 for authorized routing and modes of dependent transportation. *Effective 21 August 2006*

F. Miscellaneous Expenses. See par. C1415 and Appendix G - PCS column - for miscellaneous expenses authorized for dependent travel from OCONUS areas.

*G. Travel Authorization. Dependent travel authorization must be included in the travel authorization issued for the employee, except in situations when a separate travel authorization is required for dependent early return to the actual residence (see par. C5450) or evacuation for movement (see Chapter 6).

H. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, a dependent should travel with the employee, or as soon after as appropriate transportation is available.

2. PDS Reassignment. Dependent travel must not begin later than 2 years after the effective date of transfer (See Appendix A) to a new PDS, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. Return for Separation

a. When an employee returns for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

b. The employee must submit a written request for delayed travel.

c. Costs for unauthorized delays are the employee's personal financial responsibility.

See par. C5085-C.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**SECTION 3: STUDENT DEPENDENT TRAVEL*****C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL**

***NOTE:** *Par. C5120 parallels State Department regulations and NOT the JFTR.*

A. Authority and Eligibility

*1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials" at <http://www.dtic.mil/whs/directives/>.

*2. DOD 1400.25-M, SC 1250.5.1 authorizes educational travel, prescribed in DSSR section 280, for a dependent student of a DOD civilian employee assigned in a *foreign area* for travel to and from a U.S. school to attend a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education.

*3. Travel may be to and from a school. See <http://www.state.gov/www/perdiems/dssr/regs000.html>.

*4. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. DODEA Student Activity Travel

1. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

2. The Director, DODEA, or designee determines appropriate activities.

3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

*4. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

C. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to Dependent Student Travel:

Effective 1 October 2007

Example 1			
Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280			
See pars. C4553-D, C5120 and C5125-D.			
<i>NOTE: See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for current per diem rates. Dependent student travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-D1a and C4553-D1b.</i>			
1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS.			
2. Itinerary:	8/14/05	Depart OCONUS residence at 0730	
	8/14/05	Arrive at CONUS lodging at 2130	
	8/15/05-5/15/05	Per diem is not authorized.	
	5/16/05	Depart CONUS lodging at 1300	
	5/17/05	Arrive OCONUS residence at 0915	
3. The dependent student is authorized per diem while traveling to and from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.			
4. The locality per diem rate for the CONUS destination at the time of travel was \$158 (\$107/ \$51).			
5. <u>Reimbursement:</u>	8/14/05	75% x \$51 (M&IE) =	\$38.25
	8/15/05 – 5/15/05	no per diem	0.00
	5/16/05 – 5/17/05	75% x \$51 (M&IE) =	<u>\$38.25</u>
Total Reimbursement			\$76.50
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate (\$51) is used for computing per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours but less than 24 hours.			
7. Par. C4553-D1a applies to the return trip from CONUS to OCONUS which was for more than 12 hours but not exceeding 24 hours over 2 calendar days. The CONUS locality M&IE rate applies for the return trip.			
8. Per diem for student dependent travel is computed using the same rates that are applicable to an employee on TDY travel.			

C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES

A. Student Travel. Transportation and per diem/AEAs, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has disabilities, or may be considered as having disabilities, under DODI 1342.12, when competent medical/educational authority requests a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority requests that one or both of the student's parent(s)/guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parent(s)/guardian(s).

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**SECTION 4: DEPENDENT PER DIEM RATES****C5125 DEPENDENT PER DIEM RATES****A. Travel En Route between an Employee's Old and New Duty Station****1. General**

a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.

*b. *The prohibition on paying per diem for travel of 12 or fewer hours applies.*

c. If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDSs.

d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.

e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the:

a. Maximum per diem rate for the spouse is three-fourths of the employee's rate. See par. C4553.

b. Minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently

a. Different Travel Dates. When an employee and spouse travel independently of each other, the

(1) Maximum per diem rate for the spouse is the same as the employee's had they traveled together.

(2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse's travel.

b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse

a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:

(1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and

(2) One-half of the employee's per diem rate for a dependent under age 12.

b. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Government-Procured Air Transportation Cost. When a dependent's transportation cost is limited to Government-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Government- procured air transportation.

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to spouse traveling independently:

Dependent PCS Travel		
NOTE: See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.		
A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse elected to travel by privately owned-automobile, accompanied by the couple's 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for up to 8 days based on 3050 miles per day. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$567, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$109/day (Standard CONUS per diem rate) =		\$ 872.00
Day 1 (departure day)	75% of \$39 + \$58 (lodging) =	\$ 87.25
Day 2	\$39 =	\$ 39.00
Day 3 to 8	\$39/day x 6 days = \$234 + Lodging \$(57, 59, 58, 57, 56, and 59 = \$346)	\$ 580.00
Day 9	\$39 + \$0 (lodging) =	\$ 39.00
Day 10 (arrival day)	75% x \$39 =	\$ 29.25
Employee's (Spouse) per diem authorization =		\$ 774.50
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (\$774.50) =		\$ 387.25
Total amount payable to employee =		\$1,161.75
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 + 350 = 8 days with a remaining distance of 26 miles (2,826 - 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus \$58 lodging cost for a total of \$87.25.		
Day 2, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 3 to 8, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$346) NTE \$70/day times 6 days for a total of \$654.		
Day 9, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) for a total of \$29.25.		
The per diem for actual travel by the spouse is \$774.50. Since the per diem for actual travel does not exceed the maximum allowable (\$872.00) for 8 days travel time, the employee is authorized the full amount (\$774.50) for the actual travel time and authorization for the dependent child (under age 12) is ½ of the \$774.50 due the employee.		

*C. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.
3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
- *4. Authorized transportation to/from an employee's training location IAW par. C4500 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

*D. Round-trip House Hunting Travel

- *1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Chapter 5, Part M to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4553.
- *2. Employee and Spouse Travel Together. When the employee and spouse travel together IAW Chapter 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed using par. C4553.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.*

*E. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Chapter 6.

*F. Student Dependent Travel to Attend School. When a student dependent, in a foreign area, travels to/from school using par. C5120:

1. Per diem is authorized for required travel time by the authorized transportation mode IAW par. C4553-D,
2. The maximum per diem rates in par. C5125-A do not apply to travel to/from school, and
3. Prohibitions in par. C4552-F are applicable.

*G. Travel by Commercial Ship. Per diem is not authorized 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.

C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, dependent travel per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (Hawai'i) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and PCS mileage while en route.

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's service agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

*d. Evacuation. When the conditions in Chapter 6 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

C5190 STORAGE IN TRANSIT (SIT)

NOTE: The maximum total time limit for SIT is 180 days (FTR §302-7.8).

A. General (FTR §302-7.107). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense. See par. C5370.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

C5191 EXTENSION OF THE 180 DAY SIT LIMIT

A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. *Only in very limited circumstances can SIT be authorized beyond 180 days, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq).* A SIT extension request must be submitted by the employee's agency/command to PDTATAC for determination. Documentation required is the agency/command's requesting memo, TDY and PCS travel authorizations, and the previous second 90-day SIT authorization/approval by the Service/Defense Agency designated official. The requesting memo must indicate the reason(s) for SIT beyond 180 days, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 180-day SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (***NOTE: Involving Iraq and Afghanistan***) IAW GSA Waiver Memo dated 28 June 2005.

D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 180 days.

1. Email: From the agency/command by email to sit-extensions@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

E. Restrictions. SIT beyond 180 days is not authorized for the reasons listed in par. C5190-B2 or ICW a TCS travel authorization. See par. C5715.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.

PART K: RENEWAL AGREEMENT TRAVEL (RAT)**C5500 GENERAL**

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

NOTE: *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and Appendix Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.

3. DOD Component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DOD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. ***An employee must be advised in writing of this limitation.***

NOTE: The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT. See par. C5506. ***See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: Delay may not be imposed on a DODEA teacher.

1. General

- a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
- b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
- c. RAT ordinarily is performed between OCONUS tours of duty. See par. C5572-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.

2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

- a. The employee is engaged on a project that is scheduled for completion within a reasonable time.
- b. There is a temporary personnel shortage, or
- c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned. See par. C5570-C1. In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- b. 12 months.

4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C5570-C1e.

5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with dependents. A dependent may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers. See par. C5542.

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NON-CUMULATIVE

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one agreement and prior to serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). *RAT authorization is not cumulative from one period of service to another if not used.*

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

C5527 HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)

See par. C5190 for up to 90 days of HHG storage in transit.

C5530 PER DIEM

*A. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. *No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.* However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route *directly* between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation allowances.

NOTE: *AEA in JTR, Chapter 4, Part M, or Appendix O, par. T4040-A1d, may not be authorized/approved for RAT/PCS travel.*

*B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to RAT:

Renewal Agreement Travel			
NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See. C5060-G1a(2).			
4. Maximum per diem rate at time of travel \$109 (\$70/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$39 (M&IE) =	\$29.25
	9/2- 9/30	No per diem	0.00
	10/1 – 10/2	75% x \$39 (&IE) =	\$29.25
Total Reimbursement			\$58.50
6. Par. C5060-G1a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem. See par. C5060-G1c(2).			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DOD component apply regarding the employee’s leave ‘status’. Certain limitations may apply to teachers in the DOD Education Activity. See par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:
 - a. A CONUS/non-foreign OCONUS location, or
 - b. The country of the employee's actual residence.
2. Either destination listed above is an official travel destination.
3. Contract city-pair fares may be available for use. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair fares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*
4. The policy-constructed airfare (see Appendix A) is to be used for constructed cost purposes (see Appendix P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

1. Example 1

Employee's PDS is Germany. The actual residence is Ames, IA.	
There is no city-pair airfare to Ames, IA. The policy-constructed airfare (incorporating some city-pair airfare connections) =	\$1,200
Employee desires to utilize RAT to Boston, MA.	
City-pair airfare to Boston =	\$1,400
Least expensive non-city-pair coach airfare to Boston, MA =	\$2,000
Since the city-pair airfare cost to Boston, MA, is more expensive than the policy-constructed airfare to Ames, IA, the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
Employee's Financial Responsibility	\$ 800

2. Example 2

Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair airfare to Washington, DC =	\$980
Employee desires to utilize RAT to St. Louis, MO.	
City-pair airfare to St. Louis, MO =	\$840
Since the city-pair airfare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	
Employee's Financial Responsibility	\$ 0.00

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependents, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in par. C5542,

2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization,
2. Omitted from the travel authorization may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (ICW RAT) for HHG transportation except with regard to necessary baggage. See par. C2305. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for an unaccompanied dependent's travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*

E. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

C5542 DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

- a. A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

d. The exceptions in par. C4164-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

a. Under RAT authority, after completing 1 school-year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

3. Attendance at an Accredited College/University

a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (1) Under an agreement to attend an accredited college/university,
- (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
- (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- (4) Attending courses that are required for continued certification in the teacher's home State.

b. The renewal agreement is signed before leaving the OCONUS area.

c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

d. When a teacher travels at Government expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:

- (1) Course(s) completion, or
- (2) Reasons for not completing the course(s),

the teacher is financially responsible for travel costs paid for by the Government.

e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
 - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
 - (2) Evidence that the course of study is not feasible through other means,
 - (3) Proof/acceptance of the course of study, and
 - (4) Information regarding successful course completion.

5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. See personnel regulations regarding pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years (See par. C5195-C)

1. Conditions. See par. C5195-C for HHG storage between school years.
2. In Addition to Storage in Transit (SIT). Authority for storage between school years (see par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.
3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*
4. Administrative Arrangements
 - a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
 - b. The transportation officer is responsible for storage arrangements.
 - c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.
6. Consecutive School Terms in Different Locations
 - a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
 - b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

- c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

C5545 DEPENDENT TRANSPORTATION

A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.
2. Subject to the conditions in Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination.
3. In these cases, dependent transportation may be as provided in par. U5545.

B. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or
2. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. A dependent:

1. At the OCONUS PDS may:
 - a. Accompany the employee, and/or
 - b. Travel before/after the employee ***but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.***
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
5. ***May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).***

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remained at the old OCONUS PDS is authorized to travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When the employee:

1. And dependents travel to the actual residence for leave before beginning a new OCONUS tour, and
2. performs TDY or attends a training course after the leave but before returning to the OCONUS PDS,

the dependents may return to the OCONUS PDS after the leave.

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CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

EFFECTIVE 1 DECEMBER 2007

**ALL INFORMATION PREVIOUSLY IN CHAPTER 6
(TRAVEL UNDER SPECIAL CIRCUMSTANCES)**

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C6300 **OPM REGULATIONS**

CHAPTER 6**PART A: EVACUATION TRAVEL****C6000 LEGAL BASIS****A. Transportation Authority**

1. Title 5 USC §5725 provides authority for Government expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.
2. See Chapter 6, Part C for foreign area evacuations.
3. See Chapter 6, Part D for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

1. Title 5 USC §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized/ordered to evacuate the employee's PDS.
2. See Chapter 6, Part C, DSSR, section 615 for foreign area evacuations.
3. See Chapter 6, Part D, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

C. Department of State (DOS) Standardized Regulations (DSSR)

1. DODI 1400.11, adopted the provisions of the Department of State (DOS) Standardized Regulations (DSSR), chapter 600, "Payments During an Ordered/Authorized Departure"
<http://www.dtic.mil/whs/directives/corres/html/140011.htm>.
2. See Chapter 6, Part C for an annotated extract of DSSR, chapter 600, modified to relate to a DOD civilian employee.
3. The DOS regulations apply for evacuations from, or within, any foreign area. See Appendix A for "foreign area".

D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, between DOS and DOD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,
2. Interagency checklist and other related documents,
3. Responsibilities,
4. Authority to invoke an emergency evacuation plan,
5. Responsibility for military operations, and
6. Organization for emergency planning.

E. Office of Personnel Management (OPM) Regulations

1. DODI 1400.11 <http://www.dtic.mil/whs/directives/corres/html/140011.htm>, adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation.
2. See Chapter 6, Part D for DOD implementation of 5 CFR, Part 550, Subpart D.
3. OPM regulations apply to U.S. and non-foreign OCONUS area (see Appendix A) evacuations.

C6005 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Chapter 6, Part C.

B. Authorizing/Ordering an Evacuation

1. DOS determines when an evacuation from a foreign area is necessary.
2. The Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DOD noncombatants, in appropriate circumstances, such as:
 - a. A Presidential declaration of national emergency, or
 - b. Directed reinforcement of U.S. Armed Forces in a theatre, or
 - c. To accommodate force protection or anti-terrorism considerations,
3. Secretary of Defense authority does not apply to noncombatants 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. See Memorandum of Agreement between DOS and DOD, 14 July 1998.
4. A commander of a Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:
 - a. Timely communication with the DOS is not possible,
 - b. There is no DOS presence in the area concerned, and/or
 - c. Time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens.
5. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990). See <http://www.dtic.mil/whs/directives/corres/html/302514.htm>.
6. POC for DOD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD CAP member for DOD agencies. The directory at <http://perdiem.hqda.pentagon.mil/perdiem/phdir.html> lists offices and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:
 - a. Return to the PDS from which evacuated;
 - b. Transfer or reassignment of the employee to another PDS;

- c. Return to actual residence; or
- d. Transportation to the final safe haven.

NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

2. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Chapter 6, Part C for SEA.

E. Actual Expense Allowance (AEA). *AEA in Chapter 4, Part M is not authorized/approved for evacuations from foreign OCONUS areas.*

C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Chapter 6, Part D and par. C6010-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DOD components (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DOD agencies. The directory in <http://perdiem.hqda.pentagon.mil/perdiem/phdir.html> lists names and phone numbers for Civilian Advisory Panel members*);
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;
3. The head of a DOD component (see definition in Appendix A) or designated representative;
4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. C6010-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

- a. Return to the PDS from which evacuated;
- b. Transfer/reassignment to another PDS; or
- c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.

2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:

a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Chapter 6, Part D, section 550.405.

2. Actual Expense Allowance (AEA). *AEA in Chapter 4, Part M is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.*

C6015 SAFE HAVEN

A. OCONUS Foreign Area Evacuation. See the definition of safe haven in Chapter 6, Part C, par. 610(I).

B. CONUS/Non-Foreign OCONUS Area Evacuation. See the definition of safe haven in Chapter 6, Part D, par. 550.402(g).

C. U.S. Evacuation. If the fifty United States and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty United States and the District of Columbia to which traveling at Government expense.

D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be Government quarters, determined to be suitable by the appropriate authority in par. C6010-B who authorized/ordered the limited evacuation. See par. C6010-D.

C6020 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

See par. C5236.

C6025 POV SHIPMENT

There is no authority to ship a POV ICW an evacuation. A POV may be shipped at Government expense IAW the provisions in Chapter 5, Part E, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is not authorized for an evacuation. See Chapter 5, Part H.

PART B: ADVERSE CONDITIONS TRAVEL*C6100 LEGAL BASIS**

Title 5 USC §5725 provides authority for transportation at Government expense for an employee's dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

C6105 ADVERSE LIVING CONDITIONS

An activity/area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting HHG movement to such location because of dangerous/adverse living conditions.

C6110 TRANSPORTATION TO AN ALTERNATE LOCATION

A. Alternate Destination Point. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned/transferred, transportation of dependents and HHG may be authorized to an employee-designated alternate destination point (or a dependent-designated destination when it is impracticable to secure the employee's designation).

B. Subsequent Transportation of Dependents/HHG. The dependents and HHG may be moved later from the alternate point to the employee's PDS when the restriction is lifted or to an unrestricted PDS to which the employee is subsequently assigned/transferred.

C. Authorization Restrictions. Except as otherwise provided in JTR, transportation of dependents/HHG to an OCONUS PDS is not authorized under par. C6110 unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS; and
2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. The transportation is authorized through the Secretarial Process.

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***PART C: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE
FROM A FOREIGN AREA**

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

Department of State Standardized Regulations (DSSR)
(Government Civilian, Foreign Areas)
Chapter 600 (as annotated)
Payments during Ordered/Authorized Departure
DEPARTMENTAL REGULATIONS

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CHAPTER 600
PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE
DEPARTMENTAL REGULATIONS

***NOTE:** The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.*

600 GENERAL

610 Definitions

As used in these regulations, the following terms are defined as follows:

- a. "**Adult dependent**" includes the employee's spouse and any of the relatives defined in DSSR, section 040m who are age 21 and older. DSSR, section 040m (modified) is included below at DSSR, definition 610e.
- b. "**Advance payment**" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.
- c. "**Day**" means calendar day except when otherwise specified.
- d. "**Department**" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.
- e. "**Dependent**" means a member of the employee's family as defined in DSSR, section 040m. Special factors include:
 - (1) Neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) A locally-hired dependent employee should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

The following definition of "dependent" according to the DSSR, section 040m, is modified to relate to DOD civilians:

"Dependent" means one or more of the following relatives of an employee residing at the employee's PDS who does not receive a similar allowance from the Government and is not included as another employee's dependent for determining a similar allowance:

- (1) Spouse, excluding a spouse entitled to and receiving a similar allowance;
- (2) Children who are unmarried and under age 21 or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, step and adopted children and children who are under the employee's or the spouse's legal guardianship and expected to remain under legal guardianship until age 21. (See DSSR, sections 270 and 280 on education allowances and educational travel.);
- (3) The employee's and/or spouse's parents (including step and legally adopted parents), when the parents are at least 51 percent dependent on the employee for support;
- (4) The employee's and/or spouse's sisters and brothers (including step or adopted sisters or brothers), when the sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21 or, regardless of age, are incapable of self-support. (See DSSR, sections 270 and 280 on education allowances and educational travel.);
- (5) When determined by the Secretary Concerned to be in the Government's interest, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official host/hostess or equivalent for an employee who has no spouse residing at the PDS.

f. **"Designated representative"** means a person age 18 years older who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. **"Evacuation"** means the authorized or ordered departure of an employee and/or dependent(s), for any of the circumstances outlined in DSSR, section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. **"Evacuation order"** means either an oral or written communication which authorizes or orders the departure from the post of assignment.

i. **"Evacuation payment"** or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. **"Evacuee"** means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

- (1) Has departed post of assignment under authorized or ordered departure status; or
- (2) Is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or
- (3) Is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. **"Monetary amount"** is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. "**Safe haven**" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependent(s) is ordered or authorized to depart; or (2) an alternate safe haven is a safe haven authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S. Government's interest.

Evacuees at a safe haven are not eligible for diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. Also see Section 631a(1).

m. "**Subsistence expense allowance (SEA)**" means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. "**Special allowance**" means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying an employee who is evacuated from an assigned post of duty, and for paying the dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employee or the dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 USC §§5521-5527 (The Act of September 26, 1961 (PL 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (PL 96-495) and Executive Order 10982 issued 25 December 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to:

- (1) A civilian employee of the Department of Defense who is a United States citizen or is a United States national, except as provided in DSSR, section 612.3 (below), and
- (2) When and to the extent determined by the Secretary of State, third country nationals, i.e., a civilian employee who is not a citizen or national of the United States and who is not a citizen or national of the country in which the evacuated post is located.

A third-country national employee and/or dependents are considered for evacuation travel to the employee's country of origin, points of hire, or designated foreign or U.S. safe havens if this is in the U.S. Government's interest.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

- (1) The United States;

- (2) The Commonwealths of Puerto Rico and the Northern Mariana Islands, and
- (3) Any territory or possession of the United States.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

- (1) Local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or
- (2) Locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.

613 Entitlement

- a. An employee and dependents are paid/reimbursed only if they meet the requirements of these regulations. Authorization for payment ceases on the date when the employee is determined as covered by the Missing Persons Act (50 App USC §1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.
- b. Joint Federal Travel Regulations, Volume 1, (JFTR), Chapter 6, Part A covers allowances for the dependents of uniformed personnel. *A uniformed member is not evacuated but may be sent TDY as required.*

614 Authorized Safe Haven Designation

- a. The Secretary of State designates an official safe haven as far in advance of any actual or possible evacuation as practicable. An employee and the employee's dependents are expected to travel to this safe haven if an evacuation is authorized/ordered. See DSSR, sections 631-633 for commencement and payment of special allowances.
- b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.
- c. An alternate safe haven is authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S Government's interest and is effective no earlier than the request date for an alternate safe haven. (Within DOD, PDUSD (P&R) authorizes alternate safe havens. Phone (703) 697-2086 or DSN (312) 227-2086.)

615 Advance Payments

616 Eligibility

An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Advance Payment Amount

Any advance payment is based on the compensation rate including any allowances or post differential for which an employee was eligible immediately prior to the evacuation order/authorization issuance. The advance payment amount is the monetary amount for NTE 30 days or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Advance Payment Computation

(a) For a full time and regular part time employee, the advance payment amount is computed on the basis of the number of regularly scheduled workdays scheduled to occur during the period as determined under DSSR, section 617.

(b) For an intermittent employee, the advance payment amount is computed on the basis of the number of days on which the employee is expected to work during the period as determined under DSSR, section 617. The number of days is determined whenever possible by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission is upon arrival at the safe haven post.

(b) The advance payment is made at any time after the evacuation order/authorization is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

617.3 Payment Procedures

An advance payment and any required adjustment thereof is made IAW procedures established through the Secretarial Process.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by DSSR, section 638 (follows), if the employee is indebted for any part of an advance payment made, recovery of the indebtedness must be started by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been authorized. Repayment of the indebtedness is made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment may not be required if the head of agency determines that recovery is against equity and good conscience or against the public interest IAW agency procedures.

620 Continuation of Salary and Allowance Payments

621 Computation

621.1 Family Ordered/Authorized to Depart – Employee Remains at Post

(a) Post Allowance. After all members of an employee's family depart from the post pursuant to an evacuation order, the post allowance is reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance (TQSA). If early return of the employee's family to the post is anticipated, TQSA may continue at the rate prescribed in DSSR, sections 120 and 925.

(c) Living Quarters Allowance (LQA). LQA may continue at the "with-family" rate for a period NTE six months.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post charges for this service and connectivity charges in the U.S. for Internet classroom-related activities in which the child is participating.

(2) "School away from Post" education allowance may continue until the end of the school year for children attending "school away from post" outside the U.S.

(3) "School at safe haven", see DSSR, section 633 for special education allowance.

(e) Educational Travel. When a dependent child is at a school in the United States using educational travel benefits under DSSR, section 280, the official safe haven location becomes the travel destination. See DSSR, section 633.4.

621.2 Employee and Family Ordered/Authorized to Depart

(a) Post Allowance. The post allowance is terminated as of the close of business of the departure day from the post.

(b) Temporary Quarters Subsistence Allowance (TQSA). The TQSA is terminated as of the close of business of the departure day from the post.

(c) Living Quarters Allowance (LQA). Payment of the LQA terminates as of the close of business of the departure day of the employee from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post may charge for this service and connectivity charges in the U.S. for Internet classroom-related activities in which the child is participating.

(2) "School away from post" education allowances. See DSSR, section 633.

(e) Educational Travel. When a dependent is at a school in the United States using educational travel benefits under DSSR, section 280, the official safe haven location becomes the travel destination. See DSSR, section 633.4.

(f) Post Differential and Danger Pay. When the employee departs post pursuant to ordered/authorized departure, post differential and danger pay payments terminate IAW DSSR, sections 532 and 654.2, respectively. Subsequent eligibility for these benefits to an evacuated employee at the safe haven or other temporary duty stations is governed by DSSR, sections 540 and 655, respectively.

622 Payment

Insofar as practicable, payments are made on the employee's regular paydays computed as follows:

- a. For a full-time and a regular part-time employee, the payment amount is computed on the basis of the employee's regularly scheduled workweek.
- b. For an intermittent employee, the payment amount is computed, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average six-week period.
- c. Payment, and any required adjustment, is IAW procedures established through the Secretarial Process. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission of an allotment or assignment of pay form IAW procedures established through the Secretarial Process, immediately following dependents' departure or, if the employee is also evacuated, upon arrival at the safe haven.
- d. When an advance payment is made under DSSR, section 615, no part of the advance is offset against salary and allowance payments (DSSR, section 620) as long as the evacuation order/authorization remains in effect. See DSSR, sections 618 and 638 for reconciling employee accounts.

623 Termination

The authority for allowance payments under DSSR, section 620 ceases as of the earliest of the following dates:

- a. The date the evacuated/departed employee commences travel under an assignment order to another permanent duty station outside the evacuation area;
- b. The effective date of transfer when the employee is already at the post to which transferred for permanent duty;
- c. The date of separation;
- d. The date specified by the head of agency;
- e. The date specified by the Secretary of State;
- f. 180 days after the evacuation order is issued; or
- g. The date the evacuee commences return travel to the previously evacuated post.

624 Agency Report Requirements

When an evacuation is ordered/authorized, a report is immediately submitted to the head of agency who forwards a copy to the Department of State. The report must contain the following information:

- a. Names of evacuated employees;
- b. Names of evacuated dependents (indicating, where appropriate, designated representatives);
- c. Feasibility of officially reassigning evacuated employees to other positions;
- d. Number of evacuated employees and skills needed to reactivate the post; and

e. Any other facts or circumstances which may aid in determining whether or not evacuation payments are necessary beyond the first 60 days of the evacuation period.

A similar report is made 45 days after the evacuation. Upon receipt of this report, a determination is made as to the number of evacuated employees who need to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the evacuation. As soon as this determination is made, the post is instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments are to continue. When the extension is less than 120 additional days, and the evacuation lasts beyond the authorized period for evacuation payments, authorization to continue evacuation payments up to the full 120 additional days is through the Secretarial Process.

625 Work Assignments for an Evacuated Employee

625.1 An evacuated employee at a safe haven may be assigned to perform any work considered as necessary or required during the evacuation period without regard to the employee's grade or title.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When a part-time employee, either regular or intermittent, is given assigned work at the safe haven, a record of the hours worked is maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under DSSR, section 620 are made.

630 Special Allowances

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses. The employee is responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses payable as special allowances under these regulations, an agency should consider the following items as the maximum amounts payable:

631 Travel and Transportation Expenses

The travel and transportation expenses for an employee/dependent(s) authorized/ordered to depart the PDS are IAW the JTR for TDY travel (C3150). Per diem is authorized for dependents at a rate equal to the rate payable to the employee, except that the rate for dependents under age 12 is one-half of this rate. Per diem for an employee/dependent(s) is payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any delay period en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

a. Special Safe Haven Travel Considerations:

Effective 21 September 2003

(1) From Post to Safe Haven Locations. When the fifty United States and the District of Columbia are the officially designated safe haven, authorized/ordered departure dependent travel and transportation is permitted to an authorized home leave point or to any other location in one of the fifty United States or the District of Columbia. Dependents authorized/ordered to depart the PDS to one of the fifty United States or the District of Columbia earlier than the employee, are permitted travel and transportation at U.S. Government expense to rejoin an employee subsequently authorized/ordered to depart the PDS to a different safe haven in one of the fifty United States or the District of Columbia. Dependent travel and transportation expenses to and from an alternate safe haven outside the fifty United States and the District

of Columbia are reimbursed NTE a constructed cost calculation from the evacuated post to the employee's selected safe haven in one of the fifty United States or the District of Columbia.(2) From outside Point to Safe Haven. When an evacuee is away from a post on official travel (RAT, R&R, FEML, TDY) at the time of an authorized/ordered evacuation, travel and transportation expenses are paid to the safe haven location from the employee/dependent's location. When an employee/dependent is away from the PDS on personal travel when an evacuation is authorized/ordered, travel and transportation expenses to the safe haven location are constructed cost, NTE the cost of travel and transportation from the evacuated post to the safe haven location. Upon arrival at the safe haven location, SEA payments under DSSR, section 632 are applicable.

(3) Airfreight Allowance and Airfreight Replacement Allowance. An airfreight allowance for unaccompanied baggage is authorized for authorized/ordered departure from/return to post (IAW JTR, par. C8020). If the airfreight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight allowance from post) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, which must be purchased. The flat amounts are as follow: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. Receipts are not required for this allowance. ***NOTE: Even when the airfreight replacement allowance is granted from post, evacuees are still eligible for an airfreight allowance when/if they return to post.***

(4) Third Country National. On a case by case basis, as determined by the head of agency, a third country national employee and/or that employee's dependents should be considered for evacuation travel to the employee's country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if it is in the U.S. Government's interest and authorized by the Secretary of State.

b. Household Goods (HHG), Privately Owned Vehicle (POV) and Local Transportation Allowance

Effective 21 September 2003

Access to (while in storage), delivery and return to storage of, HHG for evacuees is at personal expense. Shipment of a POV is not authorized at U.S. Government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with local transportation costs paid at a rate of \$25 per day, regardless of the number of dependents. The transportation allowance is paid from the first day following arrival day at the safe haven location. Receipts are not required.

632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance (SEA) for an evacuee is determined and paid IAW these provisions. Payment commences as of the date following arrival day of the evacuee at an authorized safe haven location and may continue NTE day 180 or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day constitutes a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (See DSSR, section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page IA-27 for the Evacuation Payments Worksheet.)

632.1 Daily Amounts Authorized

(a) From the day following arrival day at the safe haven location the first evacuee and additional dependents are reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a commercial lodging receipt. The non-commercial rate applies on days for which a commercial lodging receipt is not received. On the 31st day at the safe haven location, the reimbursement rate is reduced to the 31st through 180th day amount shown for the rate (commercial or non-commercial) the employee/dependent(s) chooses for each of the remaining days in evacuation status. The employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee", except as provided under DSSR, section 632.4(b) ("Tandem Couples").

Per diem rates are accessed on the internet at the following locations:

For CONUS: <http://www.dtic.mil/perdiem/perdiemrates.html>.

For OCONUS: <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

(b) **Commercial rate**

(1) The per day amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

- (a) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (b) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or older);
- (c) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (d) First Evacuee plus three (one non-spouse dependent, age 12 or older);
- (e) First Evacuee plus four or more dependents.

NOTE: For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate Civilian Advisory Panel (CAP) member (<http://perdiem.hqda.pentagon.mil/perdiem/phdir.html>) to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, DC 20522-0104.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe haven per diem = \$ 200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. ***NOTE: Special Family Composition (e) applies.***

First Evacuee: Lodging up to \$225; M&IE \$50

Spouse: \$50

Children 6 & 12: \$25; \$25

Child 18: \$50

Lodging reimbursed for actual expense up to maximum of \$225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

- (2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven per diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. ***NOTE: Special Family Composition (e) applies.***

First Evacuee: Lodging up to \$225; M&IE \$40
 Spouse: \$40
 Children 6 & 12: \$20; \$20
 Child 18: \$40

The only difference between Example 1 and Example 2 is the reduction in the M&IE portion to 80% of days 1 through 30 commercial rate. Lodging reimbursed for actual expense up to maximum of \$225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

- (1) For lease coverage see DSSR, section 632.4(c).

(c) **Non-commercial Rate**

- (1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safe haven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: Non-Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe Haven per diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of a tandem couple (each employee is eligible for “first evacuee” rates) with children ages 3 and 13.

First Evacuee: Flat amount \$15; M&IE \$50

First Evacuee: Flat amount \$15; M&IE \$50

Children 3 and 13: \$25; \$25

Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee:

A flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Non-Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven per diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of a tandem couple (each employee is eligible for “first evacuee” rates) with children ages 3 and 13

First evacuee: M&IE \$40

First evacuee: M&IE \$40

Children 3 and 13: \$20; \$20

Receipts are not required for any of these amounts.

632.2 Official Foreign Area Safe Haven or Authorized Alternate Safe Haven

(a) When a foreign area is the officially designated safe haven, the SEA is based on the per diem rate of the designated foreign area under the same payment guidelines in DSSR, section 632.1.

(b) When an evacuee goes to an authorized alternate safe haven the SEA is based on the lowest of the following per diem rates using the same payment guidelines in DSSR, section 632.1: (1) the locality to which evacuated, (2) the locality rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily rate of the SEA is either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance (SEA)

(a) During Annual Leave, Sick Leave, Home Leave, Leave without Pay

Following authorized leave, an employee away from the PDS on annual leave (including R&R), sick leave or home leave when an evacuation is authorized should immediately notify the PDS of return to work status to become eligible for the SEA at the designated safe haven. The employee then returns to the PDS immediately or receives authorization to report to the official safe haven or to a temporary duty station. Dependents become eligible for SEA the day following their arrival day at the authorized safe haven and following the employee's commencement of official travel to the PDS, TDY location or safe haven. SEA is not paid to any evacuee authorized to receive travel per diem. See DSSR, section 634.

An employee and/or dependents in R&R or home leave status are not eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA continues for employee/dependents while an employee in authorized/ordered departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples

Each employee member of a tandem couple should each receive up to the first evacuee rate of SEA. See DSSR, section 610e(1).

(c) Lease Coverage

If an employee or designee signs a lease for lodging at the safe haven and is authorized to return to the PDS, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at NTE the lodging portion of the safe haven locality per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in CONUS or a non-foreign OCONUS area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

(a) At the annual rate of the "school at post" education allowance indicated for the safe haven; or

(b) At the "school away from post" rate of either the PDS or safe haven, at the discretion of the authorizing officer, where children are sent away from the safe haven to schools necessitating boarding. In this case the SEA ceases for that child. The official safe haven location displaces the PDS as the travel destination.

633.2 Official Safe Haven in one of the fifty United States or the District of Columbia

Ordinarily, education allowances are not payable on behalf of children evacuated from a foreign PDS to a safe haven in one of the fifty United States or the District of Columbia if accompanied by a parent, as public schools are available to all residents. However, if prior to evacuation, a child was attending school in one of the fifty United States or the District of Columbia using the “away from post” education allowance, the rate authorized for the PDS may continue for the remainder of the school year. SEA is not authorized for children on “away from post” education allowance. See DSSR, sections 621.1(d)(1) and 621.2(d)(1) for reimbursement under “School at post” education allowance, for Internet classroom expenses associated with school at post, incurred at the safe haven.

633.3 Authorized Alternate Safe Haven

A special education allowance is not authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue as provided in DSSR, section 280, except that the official safe haven displaces the PDS as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments are made consistent with DSSR, section 632. SEA payments are not made while the child is at school.

Effective 21 September 2003

633.5 Child Eligible for Special Needs Allowance at the Time of Evacuation

If a child already qualifies for and is receiving the special needs allowance and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the safe haven location for special education services, then the special education allowance may continue during the evacuation until the public school begins to provide special services. See DSSR, sections 271m; 276.2; and 276.8. Expenses may be reimbursed under the current year “school at post” and “special needs” education allowance maximum and may include items in DSSR, section 276.8c.

634 Suspension of SEA Payments

SEA payments under DSSR, section 632 are suspended in the applicable per-person amount when the employee or dependents are authorized the travel expense allowance under DSSR, section 631, travel per diem, or educational travel under DSSR, section 280. If SEA payments are temporarily suspended for the first evacuee, another dependent also receiving SEA becomes the first evacuee and receives the higher SEA payment.

635 Termination of SEA Payments

SEA payments during an evacuation cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally NTE ten days, provided it is justified on the employee's travel voucher and does not exceed the day 180 limit):

- (a) The date the evacuated employee commences travel under an assignment travel authorization to another PDS;
- (b) The effective date of transfer when the employee is already at the PDS to which transferred;
- (c) The date of separation;
- (d) The date specified by the Secretarial Process;
- (e) The date specified by the Secretary of State;

- (f) 180 days after the evacuation order is issued; or
- (g) The date the evacuee commences return travel to the PDS.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken IAW prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee is considered as though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 USC §§5521-5527, and as reflected in DSSR, sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, sections 617 through 618.

639 Employee/Dependents Assigned but Not Arrived at PDS

An employee/dependents who has/have not yet arrived at the PDS at the time of the evacuation/departure order is/are not covered by DSSR, chapter 600. However, under the limited circumstances outlined in DSSR, section 245, an employee and/or dependents precluded from proceeding to post may be eligible for payments equivalent to those provided in DSSR, chapter 600. When the DSSR, section 245 criteria are not met, dependents who normally would accompany an employee to post are eligible for involuntary separate maintenance allowance (DSSR, section 260) effective the date the employee begins official travel under an assignment travel authorization.

FREQUENTLY ASKED QUESTIONS ON EVACUATION

Department of State Standardized Regulations (DSSR)
Interpretation of Evacuation Payment Regulations (DSSR 600)

1. *Q: What is the difference between an authorized and an ordered departure?*

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employee/employee groups may depart, and avoids the negative connotation attached to the term “evacuation.” Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department’s Under Secretary of State for Management (“USSM”) approves evacuation status for the PDS – either authorized or ordered – the 180-day clock “begins ticking”.

2. *Q: Do all US Government agencies subscribe, follow or adhere to the DSSR on evacuations?*

A: IAW DSSR, section 645 all agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, agencies desiring to deviate from DSSR, chapter 600 must seek the Secretary of State’s authorization before doing so. The dependents of uniformed personnel are covered separately under the Joint Federal Travel Regulations, Volume 1 (JFTR), Chapter 6, Part A.

SAFE HAVEN

3. *Q: How does a dependent select an official safe haven and on what is the subsistence expense allowance (SEA) based?*

A: The State Department's Under Secretary of State for Management (USSM) designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (JTR, par. C12000-B2d) for a reason/reasons other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. See Q&A 5 for transporting dependents to join subsequently evacuated employee.

Effective 1 October 2004

4. Q: What benefits are available for dependents going to an authorized alternate safe haven?

A: If the "official" safe haven is the fifty United States and the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the agency head/designee authorizes the alternate safe haven as being in the Government's best interest (DSSR, section 614c). Within DOD, PDUSD (P&R) authorizes alternate safe havens (phone (703) 697-2086 or DSN (312) 227-2086). ***The employee cannot choose an alternate safe haven.*** The employee must travel to the official safe haven (DSSR, section 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rate - \$109 as of 10-1-07). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, sections 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. Q: May previously evacuated dependents join the employee at the employee's official safe haven?

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, section 631a(1)).

6. Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?

A: IAW these travel regulations (DSSR), an employee accompanying dependents, unable to travel alone, to the official or authorized alternate safe haven is reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, section 633.2 and DSSR, section 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, section 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, section 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS**8. Q: When do SEA benefits start for evacuees?**

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, section 632.1, at the full amount for the first evacuee or at the additional dependent amount?

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger quarters. See FAQ 14.

10. Q: Can an employee and dependents on RAT or on FEML receive SEA payments?

A: An employee and dependents cannot receive SEA while on RAT or in FEML status (DSSR, section 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. Q: What if the employee/dependent is in MEDEVAC/health care travel status?

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, section 632.4).

13. Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, section 632.1, "There is only one 'first evacuee', except as provided under DSSR, section 632.4(b) ('Tandem Couples')". Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee's safe haven per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, section 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a “lodging-related” expense).

14. Q: *If more than one hotel room or larger quarters is/are required, is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven per diem rate?*

A: The first evacuee is reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

- (1) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (2) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or over);
- (3) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (4) First Evacuee plus three (one non-spouse dependent, age 12 or over); and
- (5) First Evacuee plus four or more dependents.

15. Q: *What if I have a special family composition not included as one of the five in FAQ 14?*

A: Requests for other special family considerations are submitted through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

16. Q: *Is my nanny/caregiver eligible for SEA?*

A: No, unless the nanny/caregiver is a dependent. The nanny/caregiver may be the designated representative (DSSR, section 610f) named by an employee to care for, escort, or receive monetary payments for a dependent.

17. Q: *When an evacuation order terminates, is there a grace period to continue SEA until the day an evacuee returns to the PDS?*

A: When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, SEA for only three days is allowed if the employee has not started travel under a PCS travel authorization to another PDS. For an employee/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

18. Q: *Is there any other provision under the Evacuation Payments if I need further help with unexpected expenses related to evacuation?*

A: Yes. Under DSSR, section 615 Advance Payments, an employee may be paid in advance of the normal payday when the authorizing officer determines payment is required to help defray evacuation-related expenses. Advance payment may be for a maximum of 30 days ‘salary’ based on the compensation rate including any allowances or post differential to which the employee was entitled immediately prior to the ordered/authorized evacuation. The advance payment may be made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

OTHER ALLOWANCES**19. Q: What happens to the “away from post” education allowance when an evacuation takes place?**

A: The “away from post” education allowance continues until the end of the current school year. The official safe haven location replaces the PDS for travel within the education allowance. SEA is not authorized for any time covered by the “away from post” education allowance (DSSR, section 633.2).

20. Q: Does a newly assigned employee/dependents who has/have not arrived at the PDS qualify for evacuation benefits under DSSR, chapter 600?

A: Under the evacuation benefits law, only an employee and dependents who are temporarily away from the PDS at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. Under the transfer allowance authority, DSSR, section 245 allows equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to the PDS.

On the ordered/authorized departure date:

(1) The employee’s transfer travel authorization must have been issued.

(2) The employee must be within 60 days of scheduled departure directly to the new PDS, and 3(a), (b) or (c) below must apply; and

(3)(a) HHG are packed and residence quarters are vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of residence quarters; or (c) the employee transferring from a foreign PDS with a direct transfer authorization (i.e., no RAT prior to reporting to the new foreign PDS) is required by the PDS to vacate residence quarters.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, section 262.1.

21. Q: Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? See FAQ 22 for education.

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round-trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee’s last 90 days at the PDS. This SMA is not the “one change of option” during a tour of duty. (DSSR, section 264.2(2)).

22. Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, section 262.3b)?

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, section 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the final semester of the current school year (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, section 267.1b for rates.

23. ***Q: What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?***

A: An employee whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, section 262.3a). An employee whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, an employee may consider the “away from post” education allowance option. See DSSR, section 276.23 for details. Since SMA payments are not retroactive, the employee should submit Standard Form (SF)-1190 BEFORE the evacuation ends, for these benefits.

DEPARTURE FROM/RETURN TO THE PDS

24. ***Q: If a Permanent Change of Station (PCS) travel authorization has been issued prior to an employee/dependent’s departure from the PDS, which takes precedence?***

A: PCS travel authorization always takes precedence over any other travel authorization, including an evacuation order. An evacuee’s travel should be charged to the PCS travel authorization. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS travel authorization, all evacuation benefits cease for dependents when the employee’s PCS travel begins.

25. ***Q: How long is an evacuation order valid for return travel to the PDS?***

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

TANDEM COUPLES

26. ***Q: Whose travel authorization should address dependent children when only one of a tandem couple is evacuated??***

A: In this case, the children are on the evacuating employee/parent’s travel authorization.

27. ***Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?***

A: A couple residing in the same commercial quarters submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, section 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

SHIPMENT OF HOUSEHOLD GOODS (HHG), UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLE (POV)

28. ***Q: Do I have access to stored HHG while evacuated?***

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, section 631b).

29. ***Q: If I do not have unaccompanied baggage shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get unaccompanied baggage shipped back to the PDS after the evacuation?***

A: Yes. The airfreight replacement allowance is in place of the unaccompanied baggage from the PDS.

30. ***Q: What is the amount of the airfreight replacement allowance?***

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents \$250; First evacuee with one dependent \$450; and First evacuee with two or more dependents \$600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as unaccompanied baggage.

31. ***Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?***

A: Yes.

32. ***Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?***

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/unaccompanied baggage is allowed from the official/U.S. safe haven to your spouse's U.S. safe haven.

33. ***Q: Can I transport a POV from the PDS to the safe haven point?***

A: POV transportation is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, section 631b) is authorized at a rate of \$25 per day regardless of the number of dependents. Receipts are not required.

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

City _____ County (U.S. only) _____ U.S. State or Country _____
Safe Haven Lodging (“L”) _____ Meals & Incidental Expenses (“M&IE”) _____
Safe Haven Advance Received \$ _____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate* Days 1 through 30	Commercial Rate* Days 31 through 180
First Evacuee	100% x L = _____* 100% x M&IE = _____	100% x L = _____* 80% x M&IE = _____
Each other Eligible Family Member age 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under age 18	50% x M&IE = _____	40% x M&IE = _____
SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One) _____ First Evacuee plus one (non-spouse eligible family member, age 18 and older). _____ First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over). _____ First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older). _____ First Evacuee plus three (one non-spouse eligible family member, age 12 and over). _____ First Evacuee plus four or more family members. _____ <i>NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.</i>		
*See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

The “non-commercial” rate applies for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member age 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under age 18	50% x M&IE = _____	40% x M&IE = _____

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ADDITIONAL EVACUATION PAYMENTS

In addition to SEA payments, a transportation allowance may be paid at a rate of \$25 per day, regardless of the number of dependents.

An airfreight replacement allowance may be paid if air freight was not shipped FROM post. The employee and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

- \$250 for first evacuee only;
- \$450 for first evacuee and one eligible family member;
- \$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS)

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>

--Non-Foreign, outside continental US = DOD <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

--All Foreign Locations = STATE <http://www.state.gov/m/a/als/prdm/>

Basic rules for determining SEA payments:

If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

- (a) Official safe haven;
- (b) Approved alternate safe haven; or

Effective 1 October 2004

- (c) Continental US (CONUS) [as of 1 October 2007, that is \$109 (\$70 for lodging; \$39 for M&IE)]

Commercial Rate

Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount. No itemization and no receipts are required. M&IE is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is \$150, maximum reimbursement for family lodging is \$225 per day. (2) If first evacuee's safe haven lodging rate is \$100, maximum reimbursement for family lodging is \$150 per day

Non-Commercial Rate

Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

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***PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN
THE UNITED STATES**

C6300 OPM REGULATIONS

DOD Implementation of OPM regulations in 5 CFR §550-401 through §550-409 regarding payments during an evacuation (Including evacuation during a pandemic health crisis).

Questions regarding evacuations may be referred to: pay@cpms.osd.mil

DOD web site with evacuation information: http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm

For additional guidance see OPM'S "handbook (and addendum) on pay and leave benefits for federal employees affected by severe weather emergencies or other emergency situations" available at:

<http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>

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Sec. 550.401 Purpose, Applicability, Authority, and Administration.***Effective 7 August 2000***

(a) **Purpose.** This Part provides regulations to administer title 5 Code of Federal Regulations (CFR), section 550-401 through 550.409 within DOD. Those sections implement subchapter III (except sections 5524a and 5525) of chapter 55 of title 5, United States Code, and provide for Government-wide uniformity in making payments during an evacuation to an employee or the employee's dependents, or both, who are evacuated in the CONUS and non-foreign OCONUS areas because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the US or in a Non-foreign OCONUS Area.

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DOD components;
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;
3. The head of a DOD Component (see definition in Appendix A) or designated representative;
4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) Applicability. This part applies to—

- (1) The Department of Defense (DOD) and DOD Components;
- (2) An employee of a DOD Component who is a U.S. citizen or who is a U.S. national;
- (3) An employee of a DOD Component who is not a U.S. citizens or a U.S. nationals, but who was recruited with a service agreement that provides return transportation to the area from which recruited; and
- (4) An alien employee of a DOD Component hired within the United States.

(d) **Authority.** An advance payment, evacuation payment and payment of a special allowance as provided by this Part may be made by the responsible official designated by the Secretarial Process (See definition of "Secretarial Process" in Appendix A).

(e) **Administration.** The responsible official designated by the Secretarial Process for the DOD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. An advance payment and evacuation payment and any required adjustments must be made IAW the DOD component's procedures.

Sec. 550.402 Definitions.

(a) **Agency** means an Executive agency, as defined in section 105 of title 5, United States Code.

(b) **Day** means a calendar day.

Effective 13 October 2005

(c) **Dependent** means a relative (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac – No age limit on dependent (11 Oct 2005 email)).

(d) **Designated representative** means a person age 16 years or older who is named by an employee for the purpose of caring for a dependent.

(e) **Evacuated employee** means an employee of a DOD Component who has received an order to evacuate.

(f) **Order to evacuate** means an oral or written order to evacuate an employee and/or that employee's dependents from an assigned area.

(g) **Safe haven** means a location to which an employee and/or dependent will be or has been evacuated.

(h) **United States** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any territory or possession of the United States. This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR, Appendix A. See JTR, Appendix A for listing of territories and possessions of the United States.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and must be paid on the employee's regular pay days when feasible.

(c) **Special allowances, including travel expenses and per diem**, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) **An advance payment or an evacuation payment** may be paid to the employee, a dependent age 16 years or older, or a designated representative. When payment is made to someone other than the employee, the employee's prior written authorization must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DOD Component may make payments in an evacuation situation to an employee of another Federal agency/DOD Component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this Part by a DOD Component other than the employee's agency/DOD Component, the DOD component making the payment must immediately report the amount and date of the payment to the employee's agency/DOD Component so that prompt financial actions may be taken.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

(a) Payments must be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding taxes, and others, when applicable, must be made before an advance payment or evacuation payment is made.

(b) (1) **The amount of advance payments** must cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

- (2) **Evacuation payments** must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.
- (c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.
- (d) (1) **For a full-time and part-time employee**, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.
- (2) **For an intermittent employee**, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DOD component.

Sec. 550.405 Determination of Special Allowances

Effective 28 August 2005

NOTE: *An agency may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>. An agency may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf> (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)*

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) The travel expenses and per diem for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined IAW the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) **Subsistence expenses** for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

Effective 22 September 2005

- (1) The applicable maximum per diem rate is computed as shown in the example in JTR, par. C4567-C for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for the employee and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined IAW paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem IAW the JTR.

Sec. 550.406 Work Assignments during Evacuation; Return to Duty

(a) An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When a part-time employee is given assigned work at the safe haven, a record of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments during Evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

Effective 28 August 2005

(d) The employee has resumed duties at the duty station from which evacuated; ***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).***

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

- (a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.
- (b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this Part.
- (c) (1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.
- (2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.
- (d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

(Effective 16 July 2007)

Sec. 550.409 Evacuation Payments during a Pandemic Health Crisis.

- (a) An agency may order one or more employees to evacuate from their worksite and perform work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made IAW § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.
- (b) The head of an agency, in that person's sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.
- (c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 R&R LEAVE TRAVEL

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

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

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is ICW and directly tied to a contingency operation. See Appendix A, Definitions, Part I: Terms. R&R is for a DOD employee who is serving a tour length under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DODI 1327.6.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. An employee may select a destination different from the authorized destination in Appendix U and be reimbursed NTE the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

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

a. Example 1

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

b. Example 2

An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city pair airfare cost to Frankfurt is:	\$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
The employee desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized to use the city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

*5. Location Designation/Re-designation

- a. Designating Authorities. ODUSD (MPP) designates R&R locations/destinations for a DOD employee.
- b. Designation Requests. Designation requests must be through Combatant Command channels to ODUSD (MPP). ODUSD (MPP) must re-designate R&R location/destination designations every two years.
- c. Re-designation Requests. Re-designation requests must be sent through Combatant Command channels to reach ODUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Employee only.
2. Restrictions. An employee taking a R&R trip may use:
 - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
 - b. Commercial air transportation if space-required military air transportation is not reasonably available, and
 - c. *May not use cruise or tour packages to and from the authorized destination.*

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.
3. Procurement. Commercial air transportation must be arranged IAW par. C2203.
4. Reimbursement. Reimbursement must not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C7750-C2.
5. Time Limitation
 - a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.
 - b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

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CHAPTER 12

EVACUATION AND ADVERSE CONDITIONS TRAVEL

EFFECTIVE 1 JANUARY 2008

**ALL INFORMATION PREVIOUSLY IN CHAPTER 12
(EVACUATION AND ADVERSE CONDITIONS TRAVEL)**

IS MOVED TO CHAPTER 6

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APPENDIX I

PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE

EFFECTIVE 1 JANUARY 2008

**ALL INFORMATION PREVIOUSLY IN APPENDIX I
(PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE)**

IS MOVED TO CHAPTER 6

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APPENDIX O**TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES**

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T4010	REIMBURSEMENT RATE
T4020	TDY TRAVEL POLICY A. Criteria for TDY Travel B. Traveler Rights and Responsibilities
T4025	ARRANGING OFFICIAL TRAVEL A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
T4030	GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES) A. Type of Travel B. Commercial Transportation C. Special Conveyances (Includes Aircraft) <u>Reimbursement</u> D. Government Transportation E. Private Vehicle F. Rest Stops G. Insurance Coverage in Foreign Areas H. Allowable Travel Days I. Authorized Trips Home during Extended Business or Training TDY J. Voluntary Return Home during Intervening Weekend/Holidays K. Constructed Cost
T4040	LIVING EXPENSES (PER DIEM) A. Lodging Overnight Required -Business Travel Standards B. Lodging Overnight Required - Schoolhouse Training Standards C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships D. Lodging Overnight Not Required E. Miscellaneous Expenses F. Reimbursement for Travel Expenses at the TDY Location

<u>Paragraph</u>	<u>Title/Contents</u>
T4045	TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968)) <ul style="list-style-type: none">A. GeneralB. Inactive Duty TrainingC. Travel for Annual Training (AT)D. Per Diem Not PayableE. Per DiemF. Funeral Honors Duty
T4050	TAKING A TYPICAL BUSINESS TRIP <ul style="list-style-type: none">A. Before the TripB. During the TripC. After the Traveler Returns
T4060	AUTHORIZING OFFICIAL'S RESPONSIBILITIES <ul style="list-style-type: none">A. GeneralB. What's Allowable and Not Allowable
T4070	TDY GLOSSARY

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

***NOTE 1:** See JFTR, par. U7300 (uniformed member) and JTR, par. C7750 (DOD civilian employee) for regulations concerning Funded Rest and Recuperative (R&R) Leave Transportation.

NOTE 2: The footnoted locations are authorized R&R for specific missions only!

***NOTE 3:** The appointed DOD Executive Agent for the USCENTCOM Rest and Recuperation Leave Program may combined R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.

The following are authorized Rest and Recuperation (R&R) locations/destinations *for a Uniformed Services member and for a DOD civilian employee:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Cuba, Joint Task Force –GITMO <i>only</i>	Southern	None	NAS Jacksonville NAS Norfolk	30 Nov 2008
Djibouti 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Jordan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Oman 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Pakistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Qatar 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Saudi Arabia 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Somalia	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Syria	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Tajikistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
United Arab Emirates 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Uzbekistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Yemen 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD (P&R) memo dated 21 June 2004, as of that date, **a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (see Appendix A) (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to a civilian employee.**