

**JOINT TRAVEL REGULATIONS****VOLUME 2****CHANGE 511**

Alexandria, VA

1 May 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 May 2008 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 88-07(E); 102-07(E); 8-08(I); 10-08(I); 12-08(I) thru 18-08(I); 21-08(I); 24-08(I); 28-08(I); 29-08(I); and 32-08(I).

Insert the attached pages and remove the corresponding pages.

Remove and replace the following: Ch 1-TOC, and Parts A & F; Ch 2-Parts A, C, G, & I; Ch 3-TOC & Part C; Ch 4-Part N; Ch 5-Parts E2, E3, H1 & L2; APP A1; APP E1 & E2; APP P1; APP R2; and APP S.

This cover page replaces the Change 510 cover page.

**BRIEF OF REVISION**

These are among the major changes made by Change 511:

C1001. Clarifies the definition of a duplicate payment and emphasize the traveler is financially responsible to the Government for all duplicate travel and transportation allowance payments received.

C1050-C1b. Replaces the word 'notification' with the word 'authorization'.

C1445-A. Inserts new references.

C2001-A2a. Updates United States Transportation Command (USTRANSCOM) website address.

C2102-B1. Updates United States Transportation Command (USTRANSCOM) website address.

C2198-D. Changes the local and TDY mileage rate from \$0.48.5 to \$0.50.5 per mile.

C2304-C. Removes outdated references.

U2505-B. Changes the PCS MALT/mileage rate from \$.20 per mile to \$.19 per mile.

C3102. Establishes basic information, which must appear on the blanket or repeat authorization or order for a civilian employee.

C3104-A2c. Removes outdated references.

C3105-B6. Removes outdated references.

C4550-D2b & E2. Removes language preceding the designated office for Navy and Marine Corps.

C4555-F & H. Updates references to reflect new items added to Appendix G.

C4677-B7, Example 3. Changes the local and TDY mileage rate from \$0.48.5 to \$0.50.5 per mile.

C5065-B, C & D. Changes the local and TDY mileage rate from \$0.48.5 to \$0.50.5 per mile.

C5154-F2f. Updates United States Transportation Command (USTRANSCOM) website address.

C5191-B. Adds CBCA 875-RELO decision dated 9 January 2008.

C5224-A2. Updates United States Transportation Command (USTRANSCOM) website address.

C5248-A. Updates United States Transportation Command (USTRANSCOM) website address.

C5566-E2c. Deletes language requiring a transportation agreement be canceled if a couple remarries.

APP A1, Blanket Travel Authorization/Order. Establishes basic information, which must appear on the blanket or repeat authorization or order for a uniformed member and a civilian employee.

APP E1-A2l. Corrects par. references to Chapter 7.

APP E2. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

APP O, par. T4020-B6. Updates United States Transportation Command (USTRANSCOM) website address

APP P1. Updates United States Transportation Command (USTRANSCOM) website address

APP R2-par. J. Updates PMR computations.

APP S. Recertifies 20 EUCOM FEML locations with a new recertification date of 28 February 2010.

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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## CHAPTER 1

### PART A: APPLICATION AND GENERAL RULES

#### C1001 APPLICATION

\*A. Inclusion. Except as indicated in par. C1001-B, this Volume applies to:

\*1. A DOD personal services contract employee (see 27 Comp. Gen. 695 (1948));

\*2. DOD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DOD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreement with the local government.***;

\*3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);

\*4. A civilian official and/or employee of another Federal Government department and/or agency who performs an official assignment for and at the expense of DOD;

\*5. A person who performs travel under a DOD ITA involving Government business (including foreign citizen indirect hires);

\*6. A National Guard technician employed pursuant to 32 USC §709;

\*7. A person employed intermittently as a consultant or expert and paid on a when actually-employed (WAE) basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Government; and

\*8. A new appointee to the Senior Executive Service and certain Presidential appointees.

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

\*C. Restrictions. This Volume does not apply to:

- \*1. A NAF official and/or employee traveling on NAF business (may be adopted by NAF activities).
- \*2. A contractor's representative and/or contractor's employee under a contract with DOD.
- \*3. A DOD employee appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.
- \*4. A DOD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non-DOD agency and who is subject to the funding agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations.
- \*5. A Uniformed Services' member assigned to DOD and Non-DOD agencies (i.e., DOS, DOT) for official duty. A member on loan, assignment, or detail to another department or agency is authorized travel and transportation allowances including station allowances under Joint Federal Travel Regulations, Volume 1 (JFTR). See JFTR, par. U1000. ***The member is financially responsible for all unauthorized or duplicate travel and transportation allowances erroneously received or reimbursed.***

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DOD.

\*E. Duplicate Payment. A duplicate payment is a Government payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is encountered and reimbursed by another entity that would otherwise be reimbursed by the Government, that expense must not also be claimed against, nor paid by, the Government. ***A non-deductible meal as listed in par. C4554-B provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the Government for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 applies. See <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

## **C1002 IMPLEMENTATION**

Under DODD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions.***

## **C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)**

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

**C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the DSSR, Section 240 at <http://www.state.gov/m/a/als/1737.htm>. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at <http://www.state.gov/m/a/als/1738.htm>.

B. Transfers. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Chapter 5, Part G but *not* the FTA allowance in par. C1004-C1 below (DSSR, Section 242.6 at <http://www.state.gov/m/a/als/1737.htm>). An employee transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Chapter 5, Part H1 but *not* the HSTA in par. C1004-C3 below (DSSR, Section 252.6 at <http://www.state.gov/m/a/als/1738.htm>). A transferring employee is eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA). The FTA/HSTA are DOS allowances (5 USC §§5924(2)(A) and 5924(2)(B), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The FTA/HSTA apply to an employee as indicated below. *A new appointee is not eligible for any portion of the HSTA.* The FTA and HSTA are composed of four elements:

1. Miscellaneous Expense. This portion is allowable *only* for a DOD new appointee being assigned to the first PDS in a foreign area (FTA).
2. Wardrobe Expense. *This portion is not allowable for a DOD civilian employee.*
3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). *NOTE: The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.*
  - a. FTA. This portion is allowable for a DOD employee PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for a new appointee traveling from an actual residence in CONUS/a non-foreign OCONUS area to the first PDS in a foreign area.
  - b. HSTA. *This portion is not allowed for a DOD civilian employee.*
4. Lease Penalty Expense
  - a. FTA. This portion is allowable for all DOD employees (including new appointees) PCSing to a foreign area PDS or between foreign country PDSs.
  - b. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

**NOTE: For other allowances relevant to first duty station travel, see Chapter 5, Part B.**

**C1005 GAIN-SHARING PROGRAM**

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a ‘Bonus’ program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

**C1006 ADMINISTRATIVE PROCEDURES**

Except as noted in APP O, the separate DOD components may issue administrative procedures for the judicious administration of the allowances in this Volume. *Those procedures must not contravene or duplicate this Volume’s provisions and must be reviewed IAW par. C1002.*

## PART B: CONDITIONS/FACTORS

### C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized.*

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Government expense may be directed only:

- a. When officially justified, and
- b. By means which meet mission requirements consistent with good management practices.

2. Employee Expenses. An employee must not be directed to:

- a. Perform official travel at personal expense, or
- b. At reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. Denying reimbursement for official travel, or
- b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DOD component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DOD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C5080-F governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

- a. The employee and both the losing/gaining agencies agree on a shorter period;
- b. Other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
- c. There are emergency circumstances.

C. PCS

1. Authorization. (FTR §§302-2.102, 2.103, 2.104) When Government-funded PCS is authorized:

- a. A written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,

\*b. The DOD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written authorization/order has been received,

c. The travel authorization/order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) Successive changes to these regulations governing PCS allowances, and

(2) The extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see APP A) apply for payment/reimbursement purposes.

D. Various Officials. Officials responsible for directing travel and/or approving reimbursement also are responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

**C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL**

A. General. A traveler under an official travel authorization may use:

1. Government quarters,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under the jurisdiction of the DOD.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at <http://www.usapa.army.mil>, Department of Defense Directive 1330.9, dated 27 November 2002 Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/html/13309.htm> and Department of Defense 1330.17-R, dated 3 August 1990, Subject: Armed Services Commissary Regulations at <http://www.dtic.mil/whs/directives/corres/html/133017r.htm>, and at the local commander's discretion.

**C1052 TRAVEL AND TRANSPORTATION FUNDING**

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

***NOTE 1:*** For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DOD 1400.25-M, Section 630-G4c at <http://www.cpms.osd.mil/cpm/docs/630.pdf>.

***NOTE 2:*** See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DOD component," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DOD Components (FTR §302-2.105)

***NOTE:*** *Par. C1052 applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DOD Components, to or from non-DOD agencies.*

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DOD Component (see par. C5005).
2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary costs for a transfer, between different DOD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DOD activity must endeavor to have a non-DOD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DOD. If a non-DOD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. Movement under the DOD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DOD component are funded IAW par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with a service agreement. An employee serving without a service agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DOD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.
2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.
3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.
4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (if the employee is eligible) and TQSE for an:

- a. Employee who completes the prescribed tour of duty under the current service agreement;
- b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DOD component;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- d. Employee with/without a service agreement moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 applies.)

5. From an OCONUS Activity to an Activity of the Same DOD Component in Hawai'i. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DOD component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

**D. Renewal Agreement Travel**

***NOTE: See Appendix A for the definition of "Actual Residence".***

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DOD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DOD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

- a. Returns to the U.S. under a renewal agreement, and
- b. Arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel and transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel authorization/order to provide for return from the losing activity to the actual residence for separation. The travel and transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

- a. Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. After arrival at the destination is employed by another DOD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DOD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

F. DOD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. See DOD Instruction 1342.25, par. 5.4.5, dated 30 October 1996, (available at: <http://www.dtic.mil/whs/directives/corres/html/134225.htm>) "*School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);*" *concerning eligibility for reimbursement for official travel.*

**C1053 IDENTIFICATION CARDS**

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, identification cards issuance is provided in:

1. DODI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at <http://www.dtic.mil/whs/directives/corres/html/10001.htm>), and
2. DODI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at <http://www.dtic.mil/whs/directives/corres/html/100013.htm>).

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

#### C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards) (see par. C1415).

2. Travel Requirements

a. The necessary passport, visa (including green cards) when required (see par. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. With few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into a:

(1) Foreign country, or

(2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

#### C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. *An employee may not be directed/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).* In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Government

## PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

### C1400 GENERAL

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

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

### C1405 COMMUNICATION SERVICES (FTR §301-12.1)

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

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

### C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

See APP G.

### C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBCA 15923-RELO, 16 December 2002)

#### A. General for All Travel

1. An employee is reimbursed the associated expenses (for the employee and dependent, if officially required to obtain a change of status and/or to renew a passport and/or visa (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)) (dependent's fee is reimbursable *except* ICW personal travel.). Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

***NOTE: A travel authorization/order may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to:***

- 1. A visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.***
- 2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.***

2. These expenses include fees/charges for legal services including lawyer fees (except for retainer fees) for obtaining and/or processing an application for a passport, visa (including a 'green card') for TDY, PCS or changes in status if local laws and/or customs require the use of lawyers in processing such applications.
3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except for inoculations as in APP, Item 6.

B. Reimbursement. Reimbursement authority is for a traveler who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a service or renewal agreement, *and*
3. Required to obtain/renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C1415-C.

C. Passport and/or Visa (Including Green Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. An activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including 'green cards', photographs for OCONUS travel and physical examinations required to obtain visas if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

***NOTE: A travel authorization/order may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to:***

1. *A visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.*
2. *Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.*

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

E. Voucher Submission. DODFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated IAW finance policy (ordinarily at the time the expense is incurred).

#### **C1420 GOVERNMENT CONVEYANCE**

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;

2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (APP G, Item 20);
7. Guards; and
8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the actual necessary expenses NTE the Government's commercial transportation cost. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is for the actual necessary expenses NTE the Government's total commercial transportation costs for the pilot and accompanying travelers. ***The accompanying travelers receive no transportation-related payments for the transportation in the Aero Club aircraft.*** Necessary expenses include:

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is IAW Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

**C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)**

A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

***NOTE: It is DOD policy that, when available, CTO services be used to arrange official travel.***

1. General. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request IAW the provisions contained in pars. C1425-A2 and C1425-A3, or use a GTCC. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow par. C2204-A, governing the use of less than premium-class accommodations when purchasing commercial transportation.

3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or GTCC) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. Finance regulations may require the traveler to show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par. C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a GTCC) must, IAW finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds \$100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual authorized transportation and accommodations cost. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized NTE the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190) Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

***NOTE: It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.***

**C1430 BAGGAGE EXPENSES (FTR §301-12.2)**

Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***

B. Baggage transfer; ***NTE the customary local rates, and necessity for the transfer must be explained.***

C. Baggage Storage;

D. Checking Baggage. ***NTE the customary local rates.***

E. Terminal Porter Charges. ***Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:***

1. When authorized under par. C7460-4, for a traveler with a disability,
2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and

4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property. *Charges for handling baggage/Government property at hotels/motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:*

1. Authorized under par. C7460-4, for a traveler with a disability, or
2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

**C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October 1984))**

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state for over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met.

1. POC use is authorized as being to the Government's advantage ICW a TDY assignment as provided in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

**C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION/ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)**

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passport, visas (including 'green cards') (see par. C1415), and communications services, incurred prior to travel authorization/order change are reimbursable provided the action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

**C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

\*A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging cost reimbursement may be authorized/approved by the AO (APP G, Item 22k) . (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider all of the following conditions.

1. The traveler acted reasonably and prudently in incurring lodging expenses.
2. The traveler had a reasonable expectation of the TDY being completed as authorized.
3. The assignment was changed for official purposes or for other reasons beyond the traveler's control that are acceptable.
4. The traveler took reasonable steps to obtain a refund once the TDY was officially canceled or curtailed.

**C1450 REGISTERED TRAVELER PROGRAM**

1. The Registered Traveler (RT) program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for a traveler who voluntarily enrolls in the program.
2. Participation in this program is not required by the Government.
3. Fees for enrollment in this program are not reimbursable.

<u>Paragraph</u>	<u>Title/Contents</u>
<b>C2208</b>	<b>TRAIN ACCOMMODATIONS</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Train Class Accommodations</li><li>C. AO Approval</li><li>D. First-class Train Accommodations Use</li><li>E. Circumstances</li></ul>

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**PART F: TRANSPORTATION REQUESTS**

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<b>C2250</b>	<b>GENERAL</b>
<b>C2251</b>	<b>WHEN GTRS MAY NOT BE USED</b>
<b>C2253</b>	<b>WHEN GTRS NOT AVAILABLE</b>
<b>C2254</b>	<b>ACTING TRANSPORTATION OFFICER</b>

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**PART G: BAGGAGE ALLOWANCE**

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<b>C2300</b>	<b>FREE CHECKABLE ACCOMPANIED BAGGAGE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Rail/Bus Travel</li><li>C. Commercial Aircraft</li><li>D. AMC Procured Airlift (Including Categories A, B, and M)</li><li>E. MSC or Commercial Ships</li></ul>
<b>C2302</b>	<b>EXCESS ACCOMPANIED BAGGAGE</b>
<b>C2303</b>	<b>PUBLIC PROPERTY</b>
<b>C2304</b>	<b>RELATIONSHIP TO HHG WEIGHT ALLOWANCE</b> <ul style="list-style-type: none"><li>A. Free Checkable Accompanied Baggage</li><li>B. Expedited Unaccompanied Baggage Shipments</li><li>C. Excess Unaccompanied Baggage</li><li>D. Unaccompanied Baggage</li></ul>
<b>C2305</b>	<b>RENEWAL AGREEMENT TRAVEL (RAT)</b>
<b>C2306</b>	<b>UB TRANSPORTATION/ STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL</b> <ul style="list-style-type: none"><li>A. UB Shipment</li><li>B. UB to Alternate Location</li><li>C. UB Storage</li></ul>
<b>C2307</b>	<b>STOPPAGE OF BAGGAGE IN TRANSIT</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C2308</b>	<b>TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE</b>
<b>C2309</b>	<b>UNACCOMPANIED BAGGAGE ICW EXTENDED TDY ASSIGNMENTS</b>
<b>C2310</b>	<b>UNACCOMPANIED BAGGAGE OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE</b>

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**PART H: LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION**

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<b>C2400</b>	<b>GENERAL</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Local Area</li><li>C. Control and Delegation</li><li>D. Miscellaneous Expense Reimbursement</li></ul>
<b>C2401</b>	<b>PDS AREA TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Commercial Transportation</li><li>C. POC Travel</li><li>D. Both Commercial Transportation and POC Travel</li><li>E. Examples</li></ul>
<b>C2402</b>	<b>TRAVEL AT THE TDY LOCATION</b> <ul style="list-style-type: none"><li>A. Travel Points</li><li>B. Meals and/or Lodging Unavailable at Duty Site</li><li>C. Commercial Travel</li><li>D. POC Travel</li></ul>
<b>C2403</b>	<b>TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorization/Approval Authority</li><li>C. Finance Regulations Requirements</li><li>D. POC Mileage</li></ul>
<b>C2404</b>	<b>VOUCHERS AND SUPPORTING DOCUMENTS</b>

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**PART I: MILEAGE RATES**

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<b>C2500</b>	<b>TDY AND LOCAL TRAVEL</b>
<b>C2505</b>	<b>PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. MALT/PCS Mileage Rate</li></ul>
<b>C2510</b>	<b>CONVERTING KILOMETERS TO MILES</b>

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**PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES**

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<b>C2600</b>	<b>GENERAL</b>
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## CHAPTER 2

### PART A: TRAVEL POLICY

#### C2000 GENERAL

A. Travel and Transportation Policy. The following applies to each traveler whose travel and transportation allowances are governed by these regulations:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460, *See NOTE 1, par. C1060*.
2. Premium (First and Business)-class Travel/Accommodations. (See APP A): See par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for Government-funded premium-class accommodations to be provided. See APP H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

***NOTE: The travel authorization/order MUST include the cost difference shown in items 12 and 13, and the information in items 15 and 16, of APP H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) -class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."***

- a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the traveler is responsible for the cost difference between premium-class transportation used and the transportation class for which the traveler was eligible. A travel authorization/order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JTR phrase, but provide the background to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class airfares, authority and authorization source (memo/letter/message/etc., including date and position identity of the signatory for first-class)). Appropriate Government transportation documents must be annotated with the same information.
- b. Only a person senior to the traveler may authorize/approve premium-class accommodations for the traveler/dependents (DODD 4500.9-R, par. E3.1.4, Encl 3, 12 February 2005). See par. C2204-B2.
- c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

***NOTE:*** *The attendant who is authorized transportation under par. C7460-1, may be authorized/ approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A for definition of "special needs".*

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.
4. An employee or dependent may not be provided a contract city-pair airfares provided under GSA contract (see APP P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. A traveler may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. A traveler may not be reimbursed for travel at personal expense (see par. C2203-C) on non-U.S.-certificated ships/aircraft, except as specified in par. C2204-C.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each DOD Component must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

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

1. The traveler must pay excess travel/transportation costs; and
2. Constructed costs for each leg of the trip must be based on Government 'YCA' city-pair contract airfares, if available.

***NOTE:*** *See par. C4564 for TDY travel/transportation allowances when a TDY travel authorization/order is received while the employee is on official leave.*

D. TDY Departure from Dependents' Residence

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

2. *Relative cost should be a consideration.*

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

**C2001 TRANSPORTATION MODES**

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. An employee's travel should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the travel authorization/order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be to the Government's advantage, provides justification for travel reimbursement based on the transportation mode authorized on the travel authorization/order and actually used instead of the constructed cost of the mode otherwise apparently to the Government's advantage. (Ex: Air transportation is apparently to the Government's advantage but air travel is medically precluded. The travel authorization/order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

***NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DODD 4500.56, DOD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.***

2. Selecting the Transportation Mode to Be Used

\*a. Contract Air Service. Except as noted, use of discount airfares, offered by a contract air carrier between certain cities (city-pairs), is to the Government's advantage. These airfares should be used for official air travel between those cities. If a city-pair airfare is not available, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: [http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10\\_107.html](http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10_107.html)) and DOD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://www.transcom.mil/j5/pt/dtr.cfm>). ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization/order or other form of travel authorization/order before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DOD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DOD component to be to the Government's advantage with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount airfares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under par. U2001-A3, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. A Government-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost must include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DOD Component concerned as being to the Government's advantage. Any additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. Urgency and purpose of travel and ability of each transportation mode to provide necessary service to meet mission requirements;
2. Amount of accompanied baggage or working equipment necessary to accompany the traveler;
3. Savings in the traveler's productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;
6. Savings to the Government ICW a PCS authorization/order and dependent's transportation.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or CTO. See par. C2203. Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or CTO IAW the guidelines in this Part unless the official directing the travel has specified a particular mode IAW this Part. The transportation officer or CTO must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DOD traffic; by MSC, when available; or by commercial transportation IAW the policies set forth in Chapter 2, Part E. Except for travel between points served by ferries, travel by ship is not to the Government's advantage in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/ approved as being to the Government's advantage only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Chapter 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities ICW TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. U2001.*

b. Air is the usual transportation mode to and/or from OCONUS.

c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See APP A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel authorization/order under which dependents travel.

g. A traveler must make transportation arrangements IAW pars. C2203-A and C2203-B.

2. Government Aircraft Use. Government aircraft may be used only for official purposes IAW 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by Government air or Government-procured air transportation unless medically inadvisable for an employee:

a. Performing TDY travel to and from CONUS or between overseas duty points;

b. And dependents performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technicians and Crash Firefighters. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.
  
5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require an employee to be aboard an aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. This employee may be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.
  
6. Necessary for Mission Accomplishment or when Air Is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. Such an employee may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. An employee's acceptance of a travel authorization/order authorizing air travel constitutes agreement to the provisions of the particular travel authorization/order.
  
7. Air Evacuation Required for Medical Reasons
  - a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.
  
  - b. Employee Medical Transportation. See par. C7500 for authority to provide Government funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
  
  - c. Dependent Medical Transportation. See par. C5134 for authority to provide Government funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
  
  - d. Other Employee Transportation. For a civilian employee assigned to an Defense Attaché Office and/or a DIA Liaison Office, see also DIA Manual 100-1, Vol. 1, Part 4, Section K.
  
8. Medical Reasons Precluding Air Travel. Neither a civilian employee nor a dependent is required to travel by air if such transportation mode is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. An appropriate medical authority at a military installation is responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel must each be furnished a copy of the written medical determination. When one family member cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

## **C2002 CITY PAIR PROGRAM**

See APP P. Regulations applicable to the Contract City Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.

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

### C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

### C2101 USE OF TAXICABS

A. To/from Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals if free transfer is not provided; or
3. Transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.

### C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)

A. General. An AO may authorize/approve a special conveyance when to the Government's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2500 plus constructed per diem for the official distance not to exceed the Government's constructed cost. See par. C2150, item 8.

### B. Selecting a Rental Vehicle

\*1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.cfm>)

- a. *It is mandatory to obtain rental vehicles through the CTO/TMC, when available. **NOTE: It is not mandatory to use a CTO/TMC when renting an airplane or bus.***
- b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

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

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

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

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

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

a. SDDC vehicle rental agreements apply to all DOD Components and activities and non-Defense Agencies.

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

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

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

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

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

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tires and other non-standard items is not authorized.***
4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

D. Insurance on a Rented Automobile

***NOTE: See par. C2102--B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel.***

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:
  - a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S. or outside the non-foreign OCONUS areas, or
  - b. A Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, 19 January 1982).

2. Damage to a Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

***NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).***

3. Damage Claims. Requests from an employee, or from a rental company, for reimbursement or payment should be documented and submitted IAW the DOD Financial Management Regulation, Volume 9, Chapter 4 at website: <http://www.dtic.mil/comptroller/fmr/>. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

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

F. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual transportation mode, or when the use of a special conveyance is determined to be to the Government's advantage. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation modes in par. C2001-A are not to the Government's advantage,
2. Must be authorized in a PCS travel authorization/order,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

***NOTE: An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.***

I. Special Conveyance Use in and around Permanent or TDY Station. For reimbursement for special conveyance use within and around the permanent and TDY duty station see Part H.

### **C2103 BUS, STREETCAR, OR SUBWAY USE**

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

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

**C2104 AIRPORT LIMOUSINE SERVICE USE**

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows.  
Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. Transportation terminals when changing transportation mode and free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or
4. An airport and airport limousine terminal.

**C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE**

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

4. Comparison

- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

- a. Passengers are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.
- c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. *Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying TDY mileage and other reimbursable expenses.*

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

**EXAMPLE 1**

**TDY Per Diem and POC TDY Mileage Computation**

An employee is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the employee to travel by common carrier; however the employee elects to travel by POC which is not to the Government's advantage between the residence and TDY location. See par. C2150-8. The employee arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is \$109 (\$70/ \$39), actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round-trip official POC distance is 1,500 miles (750 miles one-way) requiring two travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example. See par. C2159-D.

The traveler is paid \$381.77 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed Government cost. The employee is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

**ITINERARY**

<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Actual Lodging Cost</u>	<u>POC Distance Traveled (in miles)</u>
1 Jun	Residence	1 <sup>st</sup> Stopover	\$115 (\$76/ \$39)	\$35	400
2 Jun	En Route	2 <sup>nd</sup> Stopover	\$112 (\$73/ \$39)	\$39	300
3 Jun	En Route	TDY Station	\$104 (\$70/ \$39)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$110 (\$71/ \$39)	\$80	400
5 Jun	En Route	4th Stopover	\$120 (\$81/ \$39)	\$70	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

**REIMBURSEMENT**

**ACTUAL TRAVEL COST BY POC  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 + \$35 (1 <sup>st</sup> stopover lodging cost) =	\$64.25
Day 2	\$39 + \$39 (2 <sup>nd</sup> stopover MI&E rate and lodging cost) =	\$78.00
Day 3	\$39 + \$40 (Arrive TDY location) =	\$79.00

**Per Diem for Travel from Location A (residence) to Location B (TDY) - \$221.25**

Day 4	\$39 + \$71 (Depart TDY location. 3rd stopover lodging cost =	\$110.00
Day 5	\$39 + \$70 (4th stopover M&IE rate and lodging cost) =	\$109.00
Day 6	75% x \$39 (use 4th stopover MI&E rate) =	\$29.25

**Per Diem for Travel from Location B (TDY) to Location A (residence) - \$248.25**

Transportation Costs	*Round-trip mileage – 1,500 miles times \$0.505 cents/mile Round-trip tolls	*\$757.50 \$12.00
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**Actual Travel Cost by POC Total**

**\*\$1,239.00**

**COMMON CARRIER CONSTRUCTED COST  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 plus \$40 (lodging cost) =	\$69.25
Day 2	75% x \$39	\$29.25
Transportation Costs	1 round-trip air coach ticket (including federal tax paid by Government) Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A) Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$163.27 \$40.00 \$80.00

**Constructed Travel Cost by Common Carrier Total**

**\$381.77**

**EXAMPLE 2**

**TDY Per Diem and POC TDY Mileage Computation**

An employee is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the employee to travel by common carrier; however the employee requests to travel by POC between residence and TDY location. See par. C2150-8. A determination is made that POC use is to the Government's advantage because there is no city pair contract fare available. The commercial air fare from location A to location B is \$1,250. The employee is authorized to travel using POC as it is to the Government's advantage and arrives at the TDY location on day 3, completing the TDY assignment on the same day. The employee arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round-trip official POC distance is 1,700 miles (850 miles one-way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example. See par. C2159-D.

\*The traveler is paid \$1,380.00 (actual travel cost by POC) since the constructed Government cost by common carrier exceeds the actual POC cost and POC was authorized as being to the Government's advantage.

**ITINERARY**

<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Actual Lodging Cost</u>	<u>POC Distance Traveled</u>
1 Aug	Residence	1 <sup>st</sup> Stopover	\$127 (\$88/ \$39)	\$60	400
2 Aug	En Route	2 <sup>nd</sup> Stopover	\$114 (\$75/ \$39)	\$50	400
3 Aug	En Route	TDY Station	\$127(\$88/ \$39)	\$65	50
4 Aug	TDY Station	3 <sup>rd</sup> Stopover	\$114 (\$75/ \$39)	\$50	400
5 Aug	En Route	4 <sup>th</sup> Stopover	\$127 (\$88/ \$39)	\$60	400
6 Aug	En Route	Residence	Use 4 <sup>th</sup> stopover MI&E		50

**REIMBURSEMENT**

**ACTUAL TRAVEL COST BY POC  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 + \$60 (1 <sup>st</sup> stopover MI&E rate and lodging cost) =	\$89.25
Day 2	\$39 + \$50 (2 <sup>nd</sup> stopover MI&E rate and lodging cost)	\$89.00
Day 3	\$39 + \$65 (Arrive TDY location =	\$104.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) = \$282.25</b>		
Day 4	\$39 + \$60 (Depart TDY location 3 <sup>rd</sup> stopover lodging cost) =	\$99.00
Day 5	\$39 + \$60 (4 <sup>th</sup> stopover M&IE rate and lodging cost) =	\$99.00
Day 6	75% x \$39 (use 4 <sup>th</sup> stopover MI&E rate) =	\$29.25
<b>Per Diem for Travel from Location B (TDY to Location A (residence) = \$248.25</b>		
Transportation Cost	*Round-trip mileage – 1,700 miles x \$0.505 cents/mile =	*\$858.50
	Round-trip tolls =	\$12.00
<b>Actual Travel Cost by POC Total</b>		<b>*\$1,380.00</b>

**COMMON CARRIER CONSTRUCTED COST  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 + \$75 (lodging cost) =	\$104.25
Day 2	75% x \$39 =	\$29.25
Transportation Cost	1 round-trip air coach ticket (including federal tax paid by Government)	\$1,250.00
	Shuttle costs between airport and hotel (\$20 each way, par C2101-A)	\$40.00
	Taxicab cost between residence and airport (\$40 each way, par. C2101-B)	\$80.00
<b>Constructed Travel Cost by Common Carrier Total</b>		<b>\$1,503.50</b>

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged IAW pars. C2203-A and; C2203-B; and
- b. Reimbursed IAW par. C2203-D.

2. To the Government's Advantage

a. If an official traveler is authorized POC travel as being to the Government's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,
- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the Government's Advantage. If the official traveler is not authorized POC travel as being to the Government's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C2198-B3 for authorized travel.

## PART G: BAGGAGE ALLOWANCE

### C2300 FREE CHECKABLE ACCOMPANIED BAGGAGE

A. General. *The rules governing free accompanied baggage allowances and charges for excess accompanied baggage are outlined in the carrier's tariff.* Weight limitations are free checkable accompanied baggage for the different transportation modes, as known at the time of writing, are as stipulated in pars. C2300-B, C2300-C, C2300-D, and C2300-E.

B. Rail/Bus Travel. Normally, for rail/bus travel totally within CONUS, 150 pounds of free checkable accompanied baggage is allowed on each full ticket and 75 pounds of free checkable accompanied baggage is allowed on each half-fare ticket. For travel ICW transoceanic travel, 350 pounds of free checkable accompanied baggage is allowed on each full ticket and 175 pounds of free checkable accompanied baggage is allowed on each half-fare ticket.

#### C. Commercial Aircraft

1. Travel within CONUS. Free checkable accompanied baggage applies to a traveler performing official travel within CONUS. Generally, most domestic carriers authorize free accompanied baggage based on the 'number of pieces' concept as opposed to weight. Carriers who have adopted the 'number of pieces' concept apply this concept to all travel. Under the 'number of pieces' concept, the air carrier transports, free of charge, three pieces of luggage NTE certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the 'piece of baggage' plan, each carrier's tariffs may prescribe different dimensional limitations and conditions with regard to pieces of checked accompanied baggage and unchecked carry-on baggage allowable as free baggage. *Carrier's tariffs should be consulted in this connection.*

2. OCONUS Travel. Free accompanied baggage allowances for travel to, from, or between OCONUS points vary, but ordinarily, the carriers allow:

a. U.S. Flag Carriers (Including Conventional Premium Class and Coach Class). Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs.

b. Foreign Flag Carriers. Forty four pounds are allowed when traveling in economy/coach class and sixty-six pounds are allowed when traveling in a premium class. Weight and dimensional limitations are prescribed in the carrier's tariffs.

#### D. AMC Procured Airlift (Including Categories A, B, and M)

##### 1. Checked Accompanied Baggage

a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.

b. Each piece must not exceed 62 linear inches (L + W + H).

c. An oversized bag such as duffel bag, sea bag, or B-4 bag may be substituted for one checked piece.

d. Single items exceeding 70 pounds and/or 62 linear inches are counted as two pieces and, therefore, fulfill the allowance for a passenger.

e. *Items exceeding 100 pounds are not accepted.*

2. Carry-on Accompanied Baggage

- a. Each passenger is permitted to hand-carry one article for storage in the passenger cabin area.
- b. The weight of this item is not part of the passenger's checked baggage authorization.
- c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.
- d. Carry-on baggage may not exceed 45 linear inches.

***NOTE:*** For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website:  
<http://public.scott.af.mil/hqamc/pubs/amci/24series/24-101v15.pdf>.

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds of accompanied baggage is allowed for each traveler age 12 or older and 175 pounds of accompanied baggage is allowed for each dependent under age 12.

**C2302 EXCESS ACCOMPANIED BAGGAGE**

Accompanied baggage in excess of the weight, size, or number of pieces carried free by transportation modes is classified as excess accompanied baggage. ***Excess accompanied baggage does not include pets.*** Excess UB charges are allowed only when authorized/approved (for TDY) or approved (for PCS/TCS). ***NOTE: A traveler should be financially prepared to pay for excess accompanied baggage charges while traveling.***

See APP G regarding excess accompanied baggage on PCS/TCS moves. See APP G, Item 21h regarding excess accompanied baggage on TDY travel.

**C2303 PUBLIC PROPERTY**

Public property which cannot be transported as baggage must, when authorized, be shipped IAW the regulations of the separate departments.

**C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE**

A. Free Checkable Accompanied Baggage. Allowances for free checkable accompanied baggage stipulated in par. C2300 are in addition to the HHG weight allowances.

B. Expedited UB Shipments. The weight of expedited UB shipments is part of the maximum HHG weight allowance when permanent duty travel is involved.

\*C. Excess UB. When excess UB is allowed ICW permanent duty travel, except ICW RAT, the excess weight is part of the maximum HHG weight allowable. If the baggage moves as accompanied baggage, the authorized excess accompanied baggage amount is treated as gross weight. If baggage is shipped as UB, the authorized excess amount is net weight.

D. Unaccompanied Baggage. The weight of any UB 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 APP 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 NTE 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 I: MILEAGE RATES**

**C2500 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

<b>POC</b>	<b>Rate Per Mile</b>
<i>Effective 1 September 2005</i> Airplane	\$1.07
* <i>Effective 19 March 2008</i> Automobile (if no Gov't-owned vehicle is available)	*\$0.505
<i>Effective 4 February 2005</i> Motorcycle	\$0.305
<i>Effective 4 February 2005</i> POC use instead of a Gov't-furnished vehicle (if a Gov't-owned vehicle is available) when use of a Gov't-furnished vehicle is advantageous to the Gov't	\$0.285
<i>Effective 4 February 2005</i> Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Gov't-owned vehicle has been procured and is available for the member's use but the member elects to use a POC	\$0.125

**NOTE:** Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. C2162-B and C2165.

**C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**

A. General. The PCS mileage/MALT paid (see par. C2505-B for the rate) is determined by the official distance for which PCS mileage/MALT may be paid under the circumstances (as determined IAW the applicable JTR provisions).

\*B. PCS MALT/Mileage Rate

1. *Effective 1 January 2008*, the PCS MALT/mileage rate per authorized POC is \$.19 per mile.
2. This rate is effective for all PCS travel that commences on or after 1 January 2008 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2008 must be paid at the old rate(s).
4. See par. C5050 for general information and reimbursement ICW MALT.

**NOTE:** See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

**C2510 CONVERTING KILOMETERS TO MILES**

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

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

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## CHAPTER 3

### TRAVEL AUTHORIZATIONS/ORDERS

#### **PART A: DELEGATION OF AUTHORITY**

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C3055	NUMBERING TRAVEL AUTHORIZATIONS/ORDERS
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C3056	AUTHORIZATION (AUTHENTICATION) OF A TRAVEL AUTHORIZATION/ORDER (FTR §301-71.3)
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C3057	DISTRIBUTION
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C3058	UNUSED TRAVEL AUTHORIZATIONS/ORDERS
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C3059	STATEMENTS REQUIRED ON A TRAVEL AUTHORIZATION/ORDER
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**PART C: TRAVEL AUTHORIZATION/ORDER CONTENT**

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- C3101**      **SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)**  
A. General Information  
B. Specific Authorization or Approval  
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**PART D: TRAVEL AUTHORIZATION/ORDER PREPARATION**

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- C3150**      **TDY TRAVEL**  
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B. Preparation of DD Form 1614  
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- C3151**      **PERMANENT DUTY TRAVEL**  
A. General  
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D. Privacy Act Statement

## PART C: TRAVEL AUTHORIZATION/ORDER CONTENT

### C3100 FORM OF REQUEST

Use the travel authorization/order forms prescribed in pars. C3150 (TDY) and C3151 (PCS).

### C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)

A. General Information. The following information must be included on each travel authorization/order. ***NOTE:*** *See par. C2000-A2 if premium-class accommodations are authorized.*

1. Employee's name;
2. AO's signature (digital in DTS);
3. Travel purpose;
4. Travel authorization/order conditions or limitations;
5. Costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DODFMR, Vol. 9, paragraph 030301.B.1); See <http://www.dtic.mil/comptroller/fmr/>;
8. A statement indicating whether the traveler is/is not a GTCC IBA holder (DODFMR, Vol. 9, paragraph 030301.B.2) See <http://www.dtic.mil/comptroller/fmr/>;
9. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. (DODFMR, Vol. 9, paragraph 030301.B.3) See <http://www.dtic.mil/comptroller/fmr/>;
10. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DOD disbursing officer (DODFMR, Vol. 9, paragraph 030301.B.4) See <http://www.dtic.mil/comptroller/fmr/>;
11. A statement indicating that CTO/TMC use to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO/TMC is not available, or otherwise is not being used. ***NOTE:*** *Virtually all DOD components have contractual arrangements with CTOs/TMCs requiring that all official transportation (common carrier, special conveyance, etc) be arranged through the CTO/TMC if the CTO/TMC can provide the required official transportation arrangements.;*

12. A statement indicating that available GSA contract city-pair airfare connecting an official-travel origin and an official travel destination should be used unless one of the 5 reasons in APP P, Part I-A6 exists. The travel authorization/order must include a detailed explanation why the contract city-pair airfare was not used if one of reasons applies. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost."); and

13. A statement indicating whether transportation tickets are purchased using a GTCC CBA or a GTCC IBA. This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.

B. Specific Authorization or Approval. (FTR §301-71.105) The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-B);
2. Use of a foreign air carrier (par. C2204-C);
3. Use of extra-fare train service (par. C2208);
4. Travel costs estimate (for a blanket travel authorization/order it should include an estimate for the period covered);
5. A statement that the employee(s) is (are) authorized to travel; and
6. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel authorization/order, or on the travel voucher or by travel authorization/order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

C. Advance Arrangements. The following travel arrangements require a written or electronic advance authorization/order:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel authorization/order under which dependents travel;
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)); and
4. Travel expenses related to attendance at a conference (APP R).

**\*C3102 BLANKET/REPEAT TDY TRAVEL**

\*A. Blanket/Repeat TDY Travel Authorization/Order. A blanket/repeat TDY travel authorization/order does not expire upon the traveler's return to the PDS. It continues in effect until:

1. Expiration by time limit contained in the authorization/order,
2. Automatic cancellation upon PCS,
3. End of fiscal year, or
4. Revocation.

\*B. Necessary Information. A blanket/repeat TDY travel authorization/order must include the same basic information as is contained in a properly completed REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus the following statements when applicable that must be written into the blanket/repeat travel authorization/order:

- \*1. Identification as a "blanket/repeat TDY travel" authorization/order;
- \*2. Authorization for the traveler to depart at such times and to travel to such locations/places within the specified geographic area, and with such frequency as the traveler deems necessary;
- \*3. The specific geographic area (e.g., continents, countries, states, etc.) limitations ;
- \*4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat travel authorization/order cannot cross fiscal years);
- \*5. The reason(s) making the blanket/repeat TDY authorization/order necessary;
- \*6. Estimated TDY travel costs (transportation, per diem, and miscellaneous expenses) for the period indicated in the blanket/repeat TDY travel authorization/order;
- \*7. Authorization for special conveyance use reimbursement when approved on a travel voucher as being to the Government's advantage, if appropriate;
- \*8. Excess accompanied baggage authorization, if necessary; and
- \*9. Other conditions, limitations, and instructions, as appropriate. See par. C3101.

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

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

**\*NOTE 3:** *AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area. See par. C4606.*

### C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 USC §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for a regular employee apply to a temporary employee. ***NOTE:*** *This use of ITAs does not apply to contractors.*

### C3104 PCS TRAVEL

\*A. **General.** The travel authorization/order must state the specific allowance and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel authorization/order must contain the same basic information prescribed in par. C3151, plus a statement:

1. In all cases:
  - a. Naming the old and new PDSs and their locations;
  - b. The reporting date at the new PDS; and
2. If applicable:
  - a. Names and relationships of eligible dependents and children's birth dates who are authorized travel;
  - b. That dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known, and of dependents' travel origin or destination points (when different from the employee's);
  - \*c. That excess accompanied baggage transportation costs may be approved only after PCS travel. See par. C2302. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges.
  - d. Of the maximum HHG weight the employee may transport including:
    - (1) Temporary storage authority;
    - (2) HHG shipment origin and/or destination points (when different from the employee's);
    - (3) The transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
    - (4) (For Government-arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
  - e. That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

f. Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

g. Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel authorization/order. If Relocation Services is contingent, the block must be checked on the travel authorization/order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. CONUS PCS Travel. A travel authorization/order for a CONUS-to-CONUS PCS must contain the same information as in par. C3104-A above, plus a statement:

1. That the travel type is "PCS travel," and
2. If applicable:
  - a. That a service agreement has been signed. See par. C5550;
  - b. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
  - c. Authorizing TQSE for the employee and/or dependent incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
  - d. Authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
  - e. Authorizing real estate and unexpired lease expenses;
  - f. Authorizing special conveyance use for PCS travel;
  - g. That transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
  - h. Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);
  - i. That a home marketing incentive payment is authorized if earned IAW Chapter 15, Part C;
  - j. That a reduction in force or function transfer is due to base closure if such is the case; and
  - k. The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization/order amendment after the fact.

C. First Duty Station for Appointees. A travel authorization/order to the first PDS for an appointee must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. That the travel type is "travel to first duty station (5 USC §5723)";
2. Of the date the required service agreement is signed;
3. Of the actual residence;
4. Of the position title and grade to which appointed;
5. If transportation of POV(s) within CONUS is authorized as to the Government's financial advantage; and
6. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization/order amendment after the fact.

D. OCONUS Permanent Duty Travel

1. General. A travel authorization/order for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. That the travel type is "permanent duty travel," and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C5000);
- b. Of the actual residence, as appropriate;
- c. Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
- d. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- e. Of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. For POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation IAW par. C2159;
- g. Prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. Of the maximum HHG weight the employee may transport or store; and
  - (1) Any weight limitation imposed by the OCONUS command;
  - (2) The weight allowance for consumables if authorized (par. C5154-D and Appendix F);
  - (3) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
  - (4) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

- i. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
  - j. Of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
  - k. Whether or not a POV shipment is authorized;
  - l. If ocean-going car ferries are authorized (see par. C2166);
  - m. If applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, TQSE type, and number of days authorized;
  - n. If property management services are authorized; and
  - o. If TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel authorization/order also must include a statement:
- a. Authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
  - b. Of the number of leave days granted;
  - c. That "This employee has completed the minimum period of service for this command and has signed a new eligibility service agreement on (date)";
  - d. Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
  - e. Of the reporting date for duty at the OCONUS PDS following authorized absence;
  - f. Of baggage weight limits;
  - g. Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;
  - h. Of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
  - i. Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

**C3105 TCS TRAVEL**

A. Events Requiring a Travel Authorization/Order. A separate travel authorization/order is required to:

1. Assign the employee from the PDS to the TCS;
2. Return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:
3. Assign the TCS point as the new PDS; and
4. Authorize the employee to return to the former PDS (par. C5720-B1).

\*B. Travel Authorization/Order Content. Each travel authorization/order must reference any prior TCS travel authorization(s)/order(s) to which it is related. The travel authorization/order must state the specific allowance and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization/order must contain the same basic information prescribed in par. C3151, plus a statement:

1. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;
2. Of the PDS(s) and TCS involved and locations;
3. Of the TCS/PDS reporting date; and if applicable;
4. Of eligible dependents' names and relationships who are authorized travel (including children's birth dates);
5. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

\*6. That excess accompanied baggage transportation costs may be approved only after TCS travel. See par. C2302. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges ;

7. Of the maximum HHG weight the employee may transport;
  - a. Of temporary storage authority;
  - b. Of HHG origin or destination points (when different from the employee's);
  - c. Of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
  - d. How the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);
8. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
9. If TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
11. Of transportation modes (see par. C3151);
12. Prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;
13. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
15. Whether or not POV shipment is authorized; and
16. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

### **C3106 INVITATIONAL TRAVEL**

An ITA must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, Chapter 7, Part M";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;

10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see par. C3150-B, item 16 for pertinent statements required to be included); and
15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in APP E, Part II. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

**C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

See par. C7200.

## 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 reservation, station or other established area front gate location. 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. The head of each DOD Component, or a designee, is responsible to ensure per diem for a traveler is 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 an excessive authorized/approved amount (beyond the amount needed), 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:** 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:** Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072

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 expenses are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Apartment, house, or recreational vehicle rent (see par. C4559-B);
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, 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 contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the 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](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 TDY location (Location B) at which the traveler remained overnight 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 other location (Location A) is reimbursable as a miscellaneous expense (APP G, Item 22j) 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 tax that would have been paid had the traveler remained there (Location A) overnight. A travel authorization/order that authorizes long-term reimbursement for dual lodging is not permitted.*** (Ex., A travel authorization/order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is, in fact, to be going to one or more other locations for lengthy periods during the TDY period. Using the authority in par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.)

<b>Example 1</b>
*A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense (APP G, Item 22j). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.
Applicable per diem rates 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:
<b>First day</b> (departure day from Location A and arrival day in Location B): \$46 (M&IE) + \$95 (lodging cost) = \$141/day plus lodging tax (see <b>NOTE</b> )
<b>Second thru fifth day:</b> \$46 (M&IE) + \$95 (lodging cost) = \$141/day x 4 days = \$564 plus lodging tax (see <b>NOTE</b> )
<b>Return day to Location A:</b> \$46 (M&IE) + \$45 (lodging cost) = \$91

<b>Example 2</b>
*A traveler occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense (App G , Item 22j). The lodging costs (\$110/day) incurred in Location D was used to determine 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:
<b>First day</b> (departure day from Location C and arrival day in Location D): \$46 (M&IE) + \$110 (lodging cost) = \$156/day plus lodging tax (see note)
<b>Second and third day:</b> \$46 (M&IE) + \$110 (lodging cost) = \$156/day x 2 days = \$312 plus lodging tax (see <b>NOTE</b> )
<b>Return day to Location C:</b> \$38 (M&IE) + \$25 (lodging cost) = \$63
<b>*NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</b>

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.**

<b>Example 3</b>
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, Item 22k for lodging cost reimbursement 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, locality incidental expense rate payment must be stated in the travel authorization/order); 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/order.

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, locality incidental expense rate payment must be stated in the travel authorization/order. 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,

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## PART N: RETURN TO PDS DURING TDY

### C4675 TRAVEL AUTHORIZATION/ORDER

The AO must have it stated in the travel authorization/order if an employee is:

1. Required to return to the PDS on non-workdays at Government expense, or
2. Authorized to return to the PDS at Government expense during extended TDY.

Specific authorization is not required in the travel authorization/order to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

### C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the AO may require an employee to return to the PDS for non-workdays, as long as:

1. The expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,
2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and
3. The travel authorization/order states the employee must return to the PDS.

### C4677 VOLUNTARY RETURN TO PDS

A. General. When a TDY employee voluntarily returns on:

1. Non-workdays, or
2. Workdays after the close of business

to the:

3. PDS, or
4. Place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable, for the round-trip transportation (by any mode) and per diem or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location. The employee must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

**NOTE:** The per diem/TDY 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 rate; 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**

Lodging-Plus Per Diem Computation		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS

Employee's daily TDY lodging cost was \$61, which, when added to the applicable meal and incidental expense rate of \$39 equals \$100 (does not exceed the TDY location \$109 maximum per diem rate).

**Actual Cost**

Wed 10/20	Per diem for day of travel to TDY location (75% x \$39) + \$61 =	\$90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	Per diem for day of return to the PDS 75% x \$39 =	\$29.25
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	\$100.00
Sun 10/24	Per diem for day of travel to TDY location (75% x \$39) + \$61 =	\$90.25
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for day of return to the PDS 75% x \$39 =	\$29.25
	<b>Total Actual Cost</b>	<b>\$639.00</b>

**Constructed Cost**

Wed 10/20	Per diem for day of travel to TDY location (75% x \$39) + \$61 =	\$90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	\$39 + \$61 =	\$100.00
Sat 10/23	\$39 + \$61 =	\$100.00
Sun 10/24	\$39 + \$61 =	\$100.00
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for day of return to the PDS 75% x \$39 =	\$29.25
	<b>Total Constructed Cost</b>	<b>\$719.50</b>

In this example the employee is due \$639.00 (actual cost) since it is less than the constructed cost (\$719.50).

**Example 2**

Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS

1. An employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$31 equals \$76 which does not exceed the TDY location \$90 maximum per diem rate.
2. **Constructed Cost:** Applying the \$76 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of \$228 for Friday, Saturday and Sunday (\$76/day x 3 days = \$228).

3. **Actual Cost:**

Per diem for day of return to the PDS on Friday 75% x \$31 =	\$ 23.25
Cost of round-trip transportation =	\$140.00
Per diem for day of travel to TDY location (75% x \$31) + \$45 =	\$ 68.25
<b>Total</b>	<b>\$231.50</b>

4. Since the actual cost of per diem and the transportation (\$231.50) for travel to the PDS and return exceeds the constructed cost of per diem (\$228) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed \$228.
5. Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of \$231.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location. **NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.**
6. If each employee's per diem is taken into account, the maximum per diem payable would be \$456 (\$76/day/employee x 3 days = \$228/employee x 2 employees).
7. If the round-trip transportation cost for the two employees is \$140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$323) (\$23.25 per diem for Friday + \$68.25 per diem for Sunday = \$91.50 x 2 people = \$183 per diem + \$140 transportation = \$323) is payable. The driver receives \$231.50 and the passenger receives \$91.50. There also is a \$133 savings to the Government (\$456 - \$133).

**EXAMPLE 3  
 (TDY Per Diem AND POC TDY Mileage Computation)**

An employee is assigned to a TDY location. The travel authorization/order does not require the employee's daily return to headquarters. The employee elects to travel by POC (personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours but less than 24 hours.

The maximum TDY per diem rate is \$101 (\$62/ \$39) which is reimbursed for the round-trip between the TDY and PDS locations. The employee's lodging cost is \$60 per day if the employee remained at the TDY location.

\*The employee is due \$392.25(constructed cost) which is less than the actual cost.

**ITINERARY**

Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles
Tue	10/16	0600	1830	75 miles
Wed	10/17	0600	1830	75 miles
Thu	10/18	0600	1830	75 miles

**REIMBURSEMENT**

**PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED**

Mon	10/15	75% x \$39 (par. C4553-D) =	\$29.25
Tue	10/16	75% x \$39 =	\$29.25
Wed	10/17	75% x \$39 =	\$29.25
Thurs	10/18	75% x \$39 =	\$29.25

\*Four round trips of 150 miles each = 600 miles @ \$0.505/mile = \*\$303.00

**Per Diem & POC TDY Mileage for Actual Travel Total = \*\$420.00**

**CONSTRUCTED COST TO THE GOVERNMENT**

10/15	75% x \$39 = \$29.25 + \$60 =	\$89.25
10/16 to 10/17	\$39 + \$60 = \$99/day times 2 days =	\$198.00
10/18	75% x \$39 =	\$29.25

\*One round trip of 150 miles x \$0.505/mile = \*\$75.75

**Per Diem & POC TDY Mileage for Constructed Cost Total \*\$392.25**

Example 4

AEA Comparison		
Sun	10/07	Arrive TDY. AEA Authorized NTE \$90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.
2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to \$270.00, i.e., what the employee would have been paid for remaining at the TDY location.
3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

**C4678 RETURN TO PDS DURING EXTENDED TDY**

A. General

1. For par. C4678, "extended TDY" means directed travel of 3 or more weeks.
2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.
3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.*

B. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
2. The TDY assignment length and purpose and the return travel distance must be considered.
3. *An analysis must be conducted at least every other year.*

C. Authorized Return

1. Authorized return travel is intended for an employee whose employment *requires frequent extended TDY* assignments away from the PDS.
2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:
  - a. Justified by the cost analysis required in par. C4678-B, and
  - b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.
3. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

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

**Example 2:** Traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying on the installation at a cost of \$20/night with no charge for taxes and will be paid the \$31 proportional meal rate (PMR) based on the use of 1 or 2 Government meals daily. The traveler drives to Location Z on Friday night and returns to Base Y Sunday night. The traveler checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The traveler paid \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the traveler is paid \$75/night for lodging, and reimbursement of Location Z lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Base Y. The fact that the traveler was using Government quarters and 1 or 2 Government meals per day has no effect on the traveler's M&IE on days when not using those meals. ***The traveler is not authorized any TDY mileage for driving between Locations Y and Z.***

**Example 3:** Traveler TDY from Location D to Location E (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The traveler drives to Location F on Friday night and returns to Location E Sunday night. The traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The traveler is not authorized any TDY mileage for driving between Locations E and F.***

4. A statement that return travel is authorized must be included in the travel authorization/orderwr, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

#### **C4679 LODGING RETAINED AT TDY LOCATION**

A. Lodging Retained at TDY Location during Voluntary or Required Return. If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized 'Lodgings Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
2. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
3. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

**Example**

1. The employee is on long term TDY renting an apartment at a cost of \$1,000 per month.
2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100).  
 $55\% \times \$34 \text{ (M\&IE)} = \$18.70$   
 $55\% \times \$66 \text{ (Lodging)} = \$36.30$   
Total = \$55 or 55% of \$100 = \$55
3. The employee is reimbursed \$36.30/day x 30 days = \$1,089 per 30-day month for lodging.
4. The travel authorization/order allowed the employee a return trip home every 3 weeks.

**Scenario 1**

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.
2. The employee is authorized \$1,016.40 (28 days x \$36.30/day) for lodging for the first month.
3. Since the employee is authorized \$16.40 more than actual lodging cost (\$1,016.40 vs. \$1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

**Scenario 2**

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.
2. The employee is authorized 25 days x \$36.30/day = \$907.50 for lodging for the third month.
3. The employee is out-of-pocket \$92.50 for lodging costs (\$1,000 vs. \$907.50).
4. The employee would have been reimbursed \$181.50 (5 x \$36.50) for those 5 nights had the employee not returned to the PDS.
5. The \$92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS (\$181.50).
6. At the AO's option, the employee may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

## CHAPTER 5

### PERMANENT DUTY TRAVEL

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

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<u>Paragraph</u>	<u>Title/Contents</u>
<b>C5000</b>	<b>SCOPE</b>
	A. General (FTR §302-1.1)
	B. Two or More Family Members Employed (FTR §302-3.2)
	C. Employee Married to Uniformed Service Member
	D. Travel Authorization Issuance
	E. Funding Responsibility
<b>C5005</b>	<b>PCS TRAVEL ELIGIBILITY</b>
	A. PCS Travel in the Government's Interest
	B. PCS Allowance Eligibility
	C. PCS Limitation Policy
<b>C5010</b>	<b>ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/MOVEMENTS</b>
	A. Table 1 - Eligibility Table
	B. Tables 2 through 12

#### **PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES**

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<b>C5050</b>	<b>PCS MILEAGE ALLOWANCE (FTR §302-4.300)</b>
	A. POC Travel
	B. Mixed Transportation Modes
	C. Other Reimbursable Expenses
<b>C5055</b>	<b>USE OF MORE THAN TWO AUTOMOBILES</b>
<b>C5060</b>	<b>ALLOWABLE PER DIEM (FTR §302-4.200)</b>
	A. POC Use to the Government's Advantage
	B. Exception
	C. POC Use Not to the Government's Advantage
	D. Per Diem Rates for PDT
	E. Per Diem Allowance Elements
	F. 'Lodgings-Plus' Per Diem Computation Method
	G. PDT
	H. Per Diem Computation Examples

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5065</b>	<b>COMPUTING POC TRAVEL REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement Computation Example for One Automobile</li><li>C. Reimbursement Computation Example for Two Automobiles</li><li>D. Computation Example of the PCS MALT/Mileage Rate for Two Separate Trips</li></ul>
<b>C5070</b>	<b>TRAVEL AND TRANSPORTATION REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Authorized PCS Allowances</li><li>B. Allowance Restrictions</li><li>C. Discretionary Allowances</li></ul>
<b>C5075</b>	<b>PCS MOVEMENTS (FTR §302–3)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel and Transportation Allowances</li><li>C. Agreements/Service Requirements/Violation Agreements</li><li>D. Alternate Origin and/or Destination Limitation</li></ul>
<b>C5080</b>	<b>TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES</b> <ul style="list-style-type: none"><li>A. First Duty Station Travel Eligibility</li><li>B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)</li><li>C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)</li><li>D. Return from Military Duty</li><li>E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS</li><li>F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)</li><li>G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)</li></ul>
<b>C5085</b>	<b>SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)</b> <ul style="list-style-type: none"><li>A. Eligible Employee</li><li>B. Separation Travel and Transportation Allowances</li><li>C. Separation Travel and Transportation Allowances Loss</li><li>D. Limited Separation Travel and Transportation Allowances</li><li>E. Employee Not Eligible</li><li>F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity</li></ul>

5. Example 5

<b>PCS/Separation Travel</b>
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl</a> 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 $\frac{3}{4}$ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

6. Example 6

<b>PCS Travel - More than 12 Hours But Not Exceeding 24 Hours</b>		
Depart	Old PDS CONUS()	1 May
Arrive	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.		
<b>REIMBURSEMENT</b>		
<b>NOTE:</b> 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 $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

**C5065 COMPUTING POC TRAVEL REIMBURSEMENT**

A. General

- The examples in par. C5065 illustrate computing MALT/PCS mileage rate and per diem incident to PDT by automobile.
- The per diem/MALT/PCS mileage 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 MALT/PCS mileage rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
- See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.
- The per diem allowance is as computed in pars. C5125 and C5060-A, and examples in par. C4565.

**B. Reimbursement Computation Example for One Automobile**

<b>Reimbursement Computation for One Automobile</b>	
<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.                      The official distance from Location A to Location B = 2,826 miles.                      Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (<math>2,826 \div 350 = 8</math>).                      See par. C5060.</p>	
*1. Automobile travel reimbursement is based on 2,826 miles x \$0.19/mile. See par. C2505-B. 2,826 miles x \$0.19/mile = \$536.94	* \$536.94
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). 8 days x \$109/day = \$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
<b>7. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>*\$2,009.94</b>

**C. Reimbursement Computation Example for Two Automobiles**

<b>Reimbursement Computation for Two Automobiles</b>	
<p>An employee performs PCS travel from Location A, to Location B, using two automobiles.                      The official distance from Location A to Location B = 2,826 miles.                      Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days                      (<math>2,826 \div 350 = 8</math>).</p>	
*1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles x \$0.19/mile. See par. C2505-B. $2,826 \times \$0.19 =$	*\$ 536.94
*2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.19 a mile. See par. C2505-B. $2,826 \times \$0.19 =$	*\$536.94
3. Allowable per diem for employee based on 8 day maximum is 8 days x \$109 (Standard CONUS per diem rate). 8 days x \$109/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
<b>8. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>*\$2,546.38</b>

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

<b>*Computation of the MALT/PCS Mileage Allowance Rate for Two Separate Trips</b>	
<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 x \$0.19/mile (employee only) =	*\$164.54
*866 miles x \$0.19/mile (spouse and 2 children) =	*+ \$164.54
<b>Total MALT/PCS mileage allowance rate payable for privately owned automobile travel</b>	<b>*\$329.08</b>
<p>In addition to the MALT/PCS mileage 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 MALT/PCS mileage 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. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance in APP F.
4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. See GSBCA 16131-RELO, 21 July 2003. *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

F. HHG Transportation Expenses

1. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
  - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
  - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
  - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
  - d. Storage in transit (SIT) NTE 90 days, as applicable. See par. C5190-B1.

***NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C5750-C.***

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:
  - a. Exceeding the authorized weight allowance;
  - b. Transportation between other than authorized locations;
  - c. Transportation of articles that are not HHG, (See APP A, definition of Household Goods);
  - d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);
  - e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.
  - \*f. Transportation related costs that are incurred by the Government due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DOD 4500.9-R (DTR, Part IV) Chapter 401; website [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).*

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DODFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>).
2. Documents
  - a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization/order to the voucher. Follow procedures in DODFMR regarding numbers of copies.
  - b. Documentation
    - (1) If required by financial regulations, the following documentation should be attached to the voucher:
      - (a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
      - (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
      - (c) An official weight certificate/authenticated weight designation.
    - (2) Constructed weight may be used when:
      - (a) Proper weighing facilities are not available at origin/any point en route/destination, or
      - (b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). HHG loss or damage claims are submitted IAW Service regulations.

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 service 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 (CBCA 875-RELO, 9 January 2008)).* 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/orders, 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](mailto: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/order. 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 E: POV TRANSPORTATION****SECTION 2: OCONUS POV TRANSPORTATION**

*(See Section 3 for intra-CONUS POV transportation.)*

**C5208 ELIGIBILITY****A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Government expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DOD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

**B. Criteria**

1. One POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Government's interest for the traveler to have POV use at the PDS.
3. A written record of any determination must be filed IAW personnel directives.

**C. Conditions.** A determination/re-determination that it is "in the Government's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

**D. Travelers Assigned to Johnston Island**

1. A traveler, assigned to Johnston Island, may transport one POV at Government expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.

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2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawai'i to:
  - a. The port/VPC serving the new PDS, or
  - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

**C5212 AUTHORIZATION****A. Transportation Not Authorized.** POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard-surfaced all-weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the Government's advantage. See par. C5208. See par. C2166 concerning ocean-going car ferry use.
2. The local government:
  - a. Prohibits POV importation; or
  - b. Applies restrictions on such POV importations;
3. Pertinent DOD component regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the transportation at Government expense incident to the traveler's PCS following vehicle purchase; or
5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.  
***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from an OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Government's interest for the employee to have had a POV at the OCONUS PDS. See (68 Comp. Gen. 258 (1989)).***

**Example 1.** A traveler residing in Hawai'i, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

**Example 2.** A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

**Example 3.** An employee, initially hired while living in Hawai'i for duty at a PDS in Hawai'i and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

**Example 4.** An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the Government's interest for the employee to have the POV in Hawai'i.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Government's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i under par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the Government's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C5550; or
7. Is stationed at an OCONUS PDS where initially it was in the Government's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port/VPC serving the actual residence.

## **C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS**

A. General

1. POV transportation at Government expense is:
  - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
  - b. Between appropriate ports/VPCs serving OCONUS PDSs, or

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c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. For an employee assigned to Johnston Island, see par. C5208-D.

2. *Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.*

3. Transportation at Government expense includes port-handling charges for readying the POV for:

- a. Shipment at the loading port/VPC, and
- b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at Government expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at Government expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the Government's transportation cost liability must not exceed the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When an employee is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports/VPCs

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DOD component must pay the entire cost of transporting the POV from the:

- a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
- b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
  - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
  - b. Limited to the actual cost of having the POV transported between the:
    - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC ,
    - (2) Port/VPC and the traveler's new OCONUS PDS, or
    - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.
3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9-104)
  - a. Per Diem Not Allowed. *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*
  - b. Status. Administrative Leave and duty status incident to a PCS is addressed in DOD 1400.25-M, December 1996, SC630 available at: <http://www.cpms.osd.mil/cpm/docs/M1400630.pdf>.
  - c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.
  - d. Reimbursement Limitations. Reimbursement is limited to the one-way MALT/PCS mileage (between PDS/actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:
    - (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
    - (2) Port/VPC to the traveler's new OCONUS PDS, or
    - (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.
  - e. MALT/PCS Mileage Reimbursement. Reimbursement is authorized at the applicable MALT/PCS mileage rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):
    - (1) To the port/VPC to deliver the POV, and
    - (2) From the port/VPC after reclaiming the POV.

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f. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- (1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- (2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

g. Reimbursement Examples. The employee's one-way MALT/PCS mileage and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

\*(1) The employee elects to drive the POV from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35.00 from the port/VPC plus a \$5.00 tip to the driver. ***NOTE: Transportation related tips are reimbursable per APP G, item 14.*** Pay the employee \$.19/mile x 200 miles = \$38.00 MALT/PCS mileage and \$38.00 for between port/VPC and airport transportation = \$76.00.

\*(2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the shipped POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150.00 (airfare), taxi from the airport to the port/VPC - \$30.00 including a \$5.00 tip is \$185.00; one-way official distance MALT/PCS mileage from the port/VPC to the new PDS is 500 miles x \$.19/mile = \$95.00. Pay the employee \$285.00 for the one-way transportation costs of \$185.00 and one-way MALT/PCS mileage of \$95.00.

***NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.***

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

***NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.***

a. Mileage Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable MALT/PCS mileage rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

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b. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- (1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) MALT/PCS mileage from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE.
- (3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- (4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and MALT/PCS mileage to the POD if the traveler returns there to pick up dependents.

**C5220 CIRCUMSTANCES****A. Transfer or Assignment between OCONUS PDSs**

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Government expense provided the maximum amount the Government pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawai'i for an employee assigned on Johnston Island whose dependents reside in Hawai'i.
2. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the traveler to have a POV at the PDS, the traveler may transport it at Government expense to another OCONUS PDS to which the traveler is transferred if it is in the Government's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at Government expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

**B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS**. If the traveler, for reasons unacceptable to the DOD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the Government's convenience, the Government may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

**C. Agreement Not Completed and Traveler Returns to CONUS for Separation**

1. If the traveler, for reasons unacceptable to the DOD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the Government may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Government may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

**D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government**

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Government expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world but the Government's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.
3. Any excess costs are the financial responsibility of the traveler (65 Comp. Gen. 468 (1986)).

**C5224 SHIPMENT METHODS****A. Government-arranged POV Transportation**

1. The transportation officer determines the transportation mode.
- \*2. Shipment procedures must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-408.pdf>

**B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207)**

1. If POV transportation is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
  - a. The Status of Forces Agreement (SOFA),
  - b. Use of U.S. carriers,
  - c. Import/export processes, and
  - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

**C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY**

When PCS travel by POC is authorized as being to the Government's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);
2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

*Effective for POV shipments on or after 1 November 2003*

**C5232 REPLACEMENT POV TRANSPORTATION**

A. General. When a POV, transported at Government expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DOD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
2. It is in the Government's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

**C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION**

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Government expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the Government's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DOD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
  - a. Necessary expenses for actual storage,
  - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
  - c. Local transportation expenses to and from storage, and
  - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

**PART E: POV TRANSPORTATION****SECTION 3: CONUS POV TRANSPORTATION****C5240 GENERAL**

A traveler transferred in the Government's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government.

***NOTE:*** See par. C7470 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

**C5244 AUTHORIZATION**

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and
2. *It has been determined IAW pars. C5244-A2a, C5244-A2b, C5244-A2c, and C5254-A2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are:*
  - a. Cost of POC travel;
  - b. Cost of transporting the POV(s);
  - c. Cost of travel if the POV(s) is/are transported; and
  - d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee or student trainee.

C. Towing Equipment Cost. When transportation of a POV at Government expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004). ***NOTE:*** *Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.*

**C5248 SHIPMENT METHODS**

\*A. Government-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-408.pdf>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207). If POV shipment is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by an "traveler with a disability" (as defined in par. C7455) between CONUS PDSs may be:

- a. Arranged by the DOD component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DOD component's personnel relocation program.

**PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) –  
ACTUAL EXPENSE AND FIXED**

**SECTION 1: GENERAL**

**C5350 PURPOSE**

TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is available to document TQSE expenses for reimbursement.

**C5352 GENERAL**

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and
2. TQSE(F). Fixed amount payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1004 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved. See par. C5364-B2.*
3. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(F).
4. The AO may deny reimbursement of any claimed TQSE lodging or meals expenses that appear to be unreasonable if the traveler cannot justify the expenses. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply. The rule applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee. The 'tainted rule' would void the TQSE claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses. See DODFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. C1305. See GSBCA decisions: 15583-RELO, 14 August 2001, 15818-RELO, 20 May 2002, and 16076-RELO, 27 August 2003.
- \*5. Once the employee selects a TQSE method, the selection may not be changed.

**C5354 TEMPORARY LODGING**

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:
  - a. Remains occupied by the present tenant,
  - b. Requires repairs/alternations that have not been completed, or
  - c. Is under construction. ***NOTE: An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel authorization/order. Further, TQSE authorization for an employee beyond that needed to seek an available private sector residence is inappropriate simply because the employee chooses to have a house built if there is an existing inventory of affordable housing. Also see par. C5364-B2a(2).***
2. The AO may determine that temporary lodging initially occupied that eventually become an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
  - a. Lease duration,
  - b. HHG movement into the lodging,
  - c. Lodging type,
  - d. Expressions of intent,
  - e. Attempts to secure permanent private sector housing, and
  - f. Time length the employee occupied the lodging.

***NOTE: See GSBICA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.***

**C5356 ELIGIBILITY**

- A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:
1. The employee signs a written service agreement;
  2. A PCS is authorized and the ***new*** PDS is located in CONUS or in a non-foreign OCONUS area. ***The old PDS may be anywhere in the world.;***
  3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
  4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as in par. C1057.

**B. TQSE in Other Locations**

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
  - a. Are unique to the individual employee and/or dependents,
  - b. Are reasonably related to the transfer,
  - c. Have been adequately reviewed, and
  - d. Justify TQSE payment (FTR §302-6.9).
2. Vacations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

**C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4505-B3.)***

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

**D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging are justified, authorize only a necessary TQSE period if:***

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

**C5358 ALLOWANCE DUPLICATION**

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see JFTR, Chapter 9, Part C) and TLE (see JFTR, Chapter 5, Part H) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Paid on behalf of dependents in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2).

D. Temporary Change of Station (TCS). The employee may be authorized TQSE ICW a TCS. See Chapter 5, Part O.

## PART L: SERVICE AGREEMENTS

### Section 2: Initial Agreements

#### C5564 INITIAL AGREEMENT NEGOTIATION

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;
2. Student trainee, when assigned on completion of college work, to a first PDS
3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;
4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
5. Employee transferred to and within CONUS;
6. Employee transferred to an OCONUS PDS; and
7. Employee recruited OCONUS for assignment to an OCONUS PDS.

#### C5566 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS

##### A. General

1. An initial agreement is not an entitlement for a locally hired person.
2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the geographical locality of the PDS, to accept Federal employment in an OCONUS area.
3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

##### B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. C5566-E are met.
2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. C5566-E are met, **but only if the position is one for which qualified local applicants are not readily available.**

C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:
  - a. Of appointment, or
  - b. The employee loses eligibility for return travel and transportation allowances.
2. The eligibility decision must be recorded in the initial agreement.
3. See par. C5570-C3 ICW credit for prior service.
4. See par. C5572-C1 ICW when a tour of duty begins.

D. Travel and Transportation Authorization

1. An OCONUS locally hired employee who is granted an initial agreement is authorized the same travel and transportation allowances as a traveler transferred/appointed from CONUS.
2. Pars. C7002-B3 and C5180-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS.
3. See par. C5212-A5 ICW local hire POV transportation prohibitions and exceptions.

E. Initial Service Agreement Requirements. An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1. Requirements

- a. The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from a CONUS/non-foreign OCONUS area to fill the position involved unless an initial agreement is offered to a locally hired candidate; ***NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.***
- b. At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area. The residence must be outside the geographical locality of the PDS.

2. Eligible Locally Hired Employees

a. Requirements 1 and 2. Requirements 1 *and* 2 must be met for the following eligible locally hired employees:

(1) Former Military Member. A former military member must be:

(a) Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, and

(b) Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

(2) Employee Operating in U.S. Support. An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,

(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible locally hired employees:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

(a) Was separated by reduction in force during the previous 6 months,

(b) Is on a reemployment priority list, and

(c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

- (a) The spouse dies,
- (b) The sponsoring spouse becomes physically or mentally incapable of continued Government employment,
- (c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) The spouse permanently departs the post/area.

## APPENDIX A

## PART I: DEFINITIONS

*As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.*

**ACCOMMODATIONS.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

**ACCOMMODATIONS, APPROVED.** Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

**ACCOMMODATIONS, COMMON CARRIER.**

1. First-/Premium-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

**ACCOMMODATIONS, PUBLIC.** Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding an establishment:

1. Owned by the Federal Government;
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE.** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”. For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS post, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the Government. (GSBCA 16265-RELO, 19 December 2003)

#### **AGENCY**

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. Government-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

**AGREEMENT.** A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

**APPROVE(D).** The ratification or confirmation of an act already done.

**APPROVING OFFICIAL.** See **TRAVEL-APPROVING/DIRECTING OFFICIAL.**

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

**ATTENDANT.** An attendant:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee authorized to travel to/from a medical facility for required medical attention that is not available locally,
2. Takes care of and waits upon the employee patient in response to the patient's needs,
3. May travel with the patient and attend to the patient's needs at the destination medical facility, and
4. Is appointed by competent medical authority.

**AUTHENTICATING OFFICIAL.** See *AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)*.

**AUTHORIZED.**

1. The giving of permission before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

**AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**BAGGAGE.** Personal effects of a traveler that are needed ICW official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

**BAGGAGE, ACCOMPANIED.** Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

**BAGGAGE, UNACCOMPANIED.** The part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1: Unaccompanied baggage ICW permanent duty and RAT consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.***

***NOTE 2: ICW an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

**\*BLANKET TRAVEL AUTHORIZATION/ORDER.** (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization/Order.) An authorization/order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. *Also see TRAVEL AUTHORIZATION.*

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

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

**\*NOTE 3:** *AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area. See par. C4606.*

**BREAK IN SERVICE.** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (5 CFR §300.703 (2004)).

**BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. *(See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*

**CALENDAR DAY.** The 24-hour period from one midnight to the next midnight. **NOTE:** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

**CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>. *These fares are not used in cost-construction.*

**CERTIFICATED AIR CARRIER.** See U.S. Flag Air Carrier.

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

**CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>

## APPENDIX E

### PART I: INVITATION TO TRAVEL

#### A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

- a. Not be employed by the Government,
- b. Be only Intermittently employed by the Government as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976);***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- \*l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 7, Part C; or JFTR, par. U7551.
- (1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>
- (2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C7370); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD Component on a case-by-case basis. See par. C7370-A.; or
- (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.
- (1) The AO determines that a dependent may travel with the sponsor, at Government expense, when the:
- (a) Dependent participates, in an official capacity, at an unquestionably official function , or

- (b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.
- (2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.
- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.
- (4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) The AO for all other travel under this item is the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;
  - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
  - (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***;
  - (d) Secretary of a Military Department, or designees, for requests from a staff member; and
  - (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the U. S. Government, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (*not of a civilian employee*) per par. U5246.

r. An auxiliary chaplain who is intermittently employed by the Government to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par, U1008.*

**B. Restrictions.** Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Government employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:
  - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - \*b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
  - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (See APP E, Part III).

**C. Allowance Expenses**

1. **General.** An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. **Transportation Mode.** Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 and JFTR, Chapter 3 (see pars. A2p and q above) as appropriate to mission requirements.
3. **Witness at a Military Court Martial.** A person not in the Government's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).
4. **Participants in Annual National Matches Sponsored under 10 USC §4312.** Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance

payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the:

- (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DOD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the Government, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. **Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

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

Address \_\_\_\_\_

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

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

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

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

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

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

See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

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

You may arrange your transportation. The following rules apply:

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

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

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

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

\*You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.505 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

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

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

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

Applicable Per Diem Rates:

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

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

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Chapter 4, Part M, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.***

The JTR is available at <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>.

Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to: \_\_\_\_\_

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- c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. Who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.
- \*6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." *The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
7. A traveler should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the Government would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
  - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
  - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.
10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DOD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DOD Component/Service regulations for CTO use information.

### 3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (see par. T4005).
- b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

### B. Requirements

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

- a. Services available under a TMS (see Appendix A), or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

### D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (see Appendix A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

***NOTE: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G, Part I, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.***

## APPENDIX P

### PART I: CITY-PAIR PROGRAM

\*Regulations applicable to the Contract City-Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pi/dtr.cfm>. Following is an edited extract from that regulation.

A. Policy (DOD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City-Pairs" on the GSA website: <http://www.gsa.gov>.

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "\_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "\_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. *A Government contractor is not authorized to use GSA city-pairs airfares to perform travel under a contract.*

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

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.

b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

***NOTE: District of Columbia Government employees, with the exception of the District of Columbia Courts, are not eligible to use contract city-pair fares even though these employees otherwise may be covered by the FTR.***

6. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pairs airfares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.***

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. See JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DOD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Government and/or military traveler on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

7. Requirements that must be met to use a non-contract fare (FTR §301–10.108)

- a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order/authorization; and
- (b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and
- (c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

***NOTE: Carrier preference is not a valid reason for using a non-contract airfare.***

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***Government contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Government discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

***NOTE: For civilian personnel, see JTR, par. C2001-A2c for policy regarding Rail or Bus service use.***

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## APPENDIX R

### PART II: CONFERENCE ATTENDANCE

A. General. A DOD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and further professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DOD Agency which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at Government expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which a member's/DOD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting Government business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in Appendix R, Part I.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)).
3. Purpose. A Uniformed member and/or a DOD civilian employee may attend conferences at Government expense to:
  - a. Further Service or DOD Agency programs;
  - b. Present scientific and technical papers which further the development of the U.S. resources; and
  - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DOD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel Is Involved. Registration fees authorized in the travel authorization/order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165-2b). Information should be included on the travel authorization/order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel authorization/order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Chapter 4, Part C and/or JTR, Chapter 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the Uniformed Service's or DOD Agency's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization/order to attend the conference has been generated. When the authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., Government purchase card).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. *If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.*

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at <http://www.gao.gov/decisions/appro/300826.htm>.

Decision

Matter of: National Institutes of Health - Food at Government-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government.

In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. Proportional Meal Rate (PMR) Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the Government meal rate. Please check JFTR or JTR, Appendix A, for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of \$39.00 and the Standard GMR of \$9.30 to compute the PMR amount.. The \$39.00 consists of \$36.00 for meals and \$3.00 for incidental expenses.

***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

*Step 1	Add the locality Meal rate and Standard GMR	\$36.00 + \$9.80 = \$45.80
*Step 2	Divide step 1 total in half (rounded up to the dollar)	\$45.80 / 2 = \$22.90 (Rounded to \$23.00)
Step 3	Add step 2 total to the CONUS incidental expense rate	\$23.00 + \$3.00 = \$26.00
Step 4	Proportional Meal and Incidental Expense Rate	\$26.00

***\*NOTE: Per diem rates shown under the Rates & Allowances banner on the PDTATAC website contain pre-computed PMRs. The website is <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.***

\*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS rate applies). Lodging is \$55/night and GMR is \$9.80. Government furnished meals are not available for the first and last day; however, two Government meals are available for the second day. The AO authorizes a PMR of \$26.00 for the second day. ***NOTE: Government mess deductions are not taken for the arrival and departure travel days (JTR, par. C4553-C2 and JFTR, par. U4147).***

<b>ITINERARY:</b>		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
<b>REIMBURSEMENT:</b>		
<u>Date</u>	<u>Computation</u>	<u>Total</u>
Day 1	(\$39 (M&IE) x 75 %) = \$29.25 + \$55 =	\$ 84.25
*Day 2	\$26 (PMR) + \$55 =	81.00
Day 3	\$39 x 75% =	29.25
<b>*TOTAL</b>		<b>\$ 194.50</b>

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DOD civilian employee and each dependent (*effective 2 Nov 2002*),

on permanent duty at the location.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

\*C. Authorization Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C7700-D2 (DOD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.perdiem.osd.mil/regchgs.htm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
*Albania, Tirana	European	Frankfurt	28 Feb 2010
Algeria, Algiers ( <i>eff 5 Mar 2007</i> )	European	Frankfurt	28 Feb 2009
*Angola, Luanda	European	Frankfurt	28 Feb 2010
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
*Armenia, Yerevan	European	Frankfurt	28 Feb 2010
Australia			
Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
*Azerbaijan, Baku ( <i>eff 13 Feb 2008</i> )	European	Washington, DC	28 Feb 2010
Bahrain	Central	Baltimore	<b>31 Mar 2008</b>
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados, Bridgetown	Southern	Miami	30 Apr 2009
Belarus, Minsk	European	Frankfurt	31 Jul 2009
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009

Bosnia, Sarajevo	European	Frankfurt	31 Jul 2009
Botswana, Gaborone	European	Frankfurt	31 Jul 2009
Brazil			
Brasilia,	Southern	Miami	30 Apr 2009
Rio de Janeiro	Southern	Miami	30 Apr 2009
Sao Paulo	Southern	Miami	30 Apr 2009
*Bulgaria, Sofia	European	Frankfurt	28 Feb 2010
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
Burundi, Bujumbura	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	31 Jul 2009
Chad, N'djamena	European	Frankfurt	31 Jul 2009
Chile, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
*Cote D'Ivoire, (formerly Ivory Coast), Abidjan <i>(eff 13 Feb 2008)</i>	European	Washington, DC	28 Feb 2010
Costa Rica, San Jose	Southern	Miami	30 Apr 2009
*Croatia, Zagreb	European	Frankfurt	28 Feb 2010
Cuba			
Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana <i>(for USCG uniformed members only)</i>	USCG	Miami	31 Jan 2010
*Cyprus, Nicosia	European	Frankfurt	28 Feb 2010
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2009
Djibouti	Central	Baltimore	<b>31 Mar 2008</b>
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	<b>31 Mar 2008</b>
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	<b>31 Mar 2008</b>
Estonia, Tallinn	European	Frankfurt	31 Jul 2009
Ethiopia, Addis Ababa	Central	Baltimore	<b>31 Mar 2008</b>
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	31 Jul 2009

*Georgia, Tbilisi	European	Frankfurt	28 Feb 2010
*Ghana, Accra	European	Frankfurt	28 Feb 2010
Greece			
Athens	European	Frankfurt	31 Jul 2009
*Larissa	European	Frankfurt	28 Feb 2010
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala, Guatemala City	Southern	Miami	30 Apr 2009
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2009
Guyana, Georgetown	Southern	Miami	30 Apr 2009
Haiti, Port au Prince	Southern	Miami	30 Apr 2009
Honduras, Tegucigalpa	Southern	Miami	30 Apr 2009
Hong Kong	Pacific	Los Angeles	31 Oct 2008
Iceland	European	Frankfurt	<b>30 Sep 2007</b>
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
*Israel, Tel Aviv	European	Frankfurt	28 Feb 2010
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan	Central	Baltimore	<b>31 Mar 2008</b>
Kazakhstan, Almaty	Central	Baltimore	<b>31 Mar 2008</b>
Kenya	Central	Baltimore	<b>31 Mar 2008</b>
Kuwait	Central	Baltimore	<b>31 Mar 2008</b>
Kyrgyzstan, Bishkek	Central	Baltimore	<b>31 Mar 2008</b>
Laos, Vientiane	Joint POW/MIA	Honolulu	<b>31 Oct 2006</b>
Latvia, Riga	European	Frankfurt	31 Jul 2009
Lebanon, Beirut	Central	Baltimore	<b>31 Mar 2008</b>
Libya, Tripoli ( <i>eff 4 Apr 2007</i> )	European	Frankfurt	31 Mar 2009
Lithuania, Vilnius	European	Frankfurt	31 Jul 2009
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2009
Madagascar, Antananarivo	Pacific	Frankfurt	31 Oct 2008
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Oct 2008
Mauritania, Nouakchott ( <i>eff 28 Apr 2005</i> )	European	Frankfurt	31 Mar 2009
Mali, Bamako	European	Frankfurt	31 Jul 2009
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
Moldova, Chisnau	European	Frankfurt	31 Jul 2009

Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Oct 2008
*Montenegro, Podgorica ( <i>eff 13 Feb 2008</i> )	European	Frankfurt	28 Feb 2010
Morocco, Rabat	European	Frankfurt	31 Jul 2009
*Mozambique, Maputo	European	Frankfurt	28 Feb 2010
*Namibia, Windhoek	European	Frankfurt	28 Feb 2010
Nepal, Katmandu	Pacific	Honolulu	31 Oct 2008
Nicaragua, Managua	Southern	Miami	30 Apr 2009
Niger, Niamey	European	Frankfurt	31 Jul 2009
Nigeria			
*Abuja	European	Frankfurt	28 Feb 2010
*Lagos	European	Frankfurt	28 Feb 2010
Oman	Central	Baltimore	<b>31 Mar 2008</b>
Pakistan	Central	Baltimore	<b>31 Mar 2008</b>
Panama, Panama City	Southern	Miami	30 Apr 2009
Paraguay, Asuncion	Southern	Miami	30 Apr 2009
Peru, Lima	Southern	Miami	30 Apr 2009
Philippines, Manila	Pacific	Honolulu	31 Oct 2008
*Poland, Warsaw ( <i>eff 13 Feb 2008</i> )	European	Washington, DC	28 Feb 2010
Qatar	Central	Baltimore	<b>31 Mar 2008</b>
Romania, Bucharest	European	Frankfurt	31 Jul 2009
Russia, Moscow	European	Frankfurt	31 Jul 2009
Rwanda, Kigali	European	Frankfurt	31 Jul 2009
Saudi Arabia	Central	Baltimore	<b>31 Mar 2008</b>
Senegal, Dakar	European	Frankfurt	31 Jul 2009
*Serbia, Belgrade	European	Frankfurt	28 Feb 2010
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2009
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname, Paramaribo	Southern	Miami	30 Apr 2009
Syria, Damascus	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	Central	Baltimore	30 Sep 2008
*Tanzania, Dar Es Salaam ( <i>eff 13 Feb 2008</i> )	European	Baltimore	28 Feb 2010

Thailand			
Bangkok	Pacific	Honolulu	31 Oct 2008
Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago, Port of Spain	Southern	Miami	30 Apr 2009
Tunisia, Tunis	European	Frankfurt	31 Jul 2009
Turkey, Ankara	European	Frankfurt	31 Jul 2009
Turkmenistan, Ashgabat	Central	Baltimore	<b>31 Mar 2008</b>
Uganda, Kampala	European	Frankfurt	31 Jul 2009
Ukraine, Kiev	European	Frankfurt	31 Jul 2009
United Arab Emirates	Central	Baltimore	<b>31 Mar 2008</b>
Uruguay, Montevideo	Southern	Miami	30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	<b>31 Mar 2008</b>
Venezuela, Caracas	Southern	Miami	30 Apr 2009
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	<b>31 Mar 2008</b>
Zambia, Lusaka	European	Frankfurt	31 Jul 2009
Zimbabwe, Harare	European	Frankfurt	31 Jul 2009

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

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