JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 515

Alexandria, VA 1 September 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 September 2008 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 41-08(E); 42-08(E); 44-08(E); 50-08(E); 58-08(I); 60-08(I); 61-08(I); 64-08(I); 71-08(I); and 86-08(I).

Remove and replace the following: Ch 2I; Ch 4-TOC; Ch 4C; Ch 7-TOC; Ch 7I; Ch 7M; Ch 7N; Ch 7O; APP A2; APP E-TOC; APP H2B; APP H3A; APP P-TOC; APP P2; and APP R-TOC.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 514 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 515:

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

C2505-B. Changes the PCS MALT/mileage rate from $.19 per mile to $.27 per mile for all civilian employees.

C2000-D. Aligns JFTR and JTR wording regarding TDY departure from the dependents' residence.

C4109. Clarifies and reformats the Intergovernmental Personnel Act (IPA) Mobility Program.

C4475. Aligns JFTR and JTR wording regarding TDY departure from the dependents' residence.

C5191-D. Modifies the submission process for extension of SIT beyond 180 days to include submission of requests through the CAP representative.

C5825-D1. Corrects incorrect cross ref.

C7415. Corrects paragraph references to premium class for Congressional travel.

C7700, C7750-A and C7750-C. Identifies the DOD Instruction 1327.6 as establishing policy for Rest and Recuperation (R&R) Leave and Funded Environmental and Morale Leave (FEML) Transportation.

C7631. Adds 3 FAM 3746.2-2, Reimbursement for Travel at Own Expense to Visit Sibling Who Subsequently Dies, IAW par. C7604 authority.

APP A2. Adds new acronyms.

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

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

APP P2. Adds updated GSA Contract City-Pair FAQs information from the GSA website.

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

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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514	C5M-3	506	C7D-3	511	E2-3	511	O-3		
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CHAPTER 2

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C2002	**CITY-PAIR PROGRAM**

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Paragraph **Title/Contents**

D. Insurance on a Rented Automobile
E. Use Limited to Official Purposes
F. To/from Carrier Terminals
G. Between Duty Stations
H. Special Conveyance Use for PDT
I. Special Conveyance Use in and around Permanent or TDY Station

C2103 BUS, STREETCAR, OR SUBWAY USE
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C2104 AIRPORT LIMOUSINE SERVICE USE

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C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE
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C2159 AUTOMOBILE USE (FTR §302-4)
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C2162 AIRCRAFT
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C2164 PRIVATELY OWNED MOTORCYCLE

A. PCS-related Travel Policy
B. Travel Time
C. TDY-related Travel Policy
D. Computation

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 Gov't's needs are authorized.

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY travel authorization/order is authorized travel and 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 plus the associated per diem. When TDY travel is to/from a non-PDS location:

1. The traveler must pay any excess travel/transportation cost; and

2. The constructed cost for each leg of the trip must be based on Gov't 'YCA' city-pair contract airfares, if available.

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

*D. TDY Departure from/Return to Dependents' Residence. See par. C4475.

C2001 TRANSPORTATION MODE

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, GOV, Gov't-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 Gov't'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 Gov't's advantage. (Ex: Air transportation is apparently to the Gov't'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 any senior official designated by Secretary of Defense as a "required use" traveler 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 Gov't'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 a Gov't and/or military traveler 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***) 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 Gov't'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 Gov't 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.

PART I: MILEAGE RATES

*C2500 TDY AND LOCAL TRAVEL

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

POC	Rate Per Mile	Effective Date
Airplane	$1.07	1 Sep 2005
Automobile (if no GOV is available)	$0.505	19 Mar 2008
Motorcycle	$0.305	4 Feb 2005
POC use instead of a Gov't-furnished vehicle (if a GOV is available) when use of a Gov't-furnished vehicle is to the Gov't's advantage	$0.285	4 Feb 2005
Partial reimbursement for POC use when the employee is committed to use a GOV and a GOV has been procured and is available for the employee's use but the employee elects to use a POC	$0.125	4 Feb 2005

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

*C. POC Use Instead of GOV. See par. C2180 for POC use instead of a GOV.

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

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

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

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

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

B. MALT/PCS Mileage Rate

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

*2. This rate is effective for all PCS travel that commences on or after 1 July 2008 (i.e., the initial travel is started).

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

4. See par. 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.

CHAPTER 4

EMPLOYEE TRAVEL

PART A: RESERVED

PART B: RESERVED

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

Paragraph	Contents
C4100	**NOT USED (SEE CHAPTER 5, PART A)**
C4107	**NOT USED (SEE CHAPTER 5, PART M)**
C4109	**TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOVERNMENT AND A STATE OR LOCAL GOVERNMENT OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
	A General
	B. Authority
	C. Allowable Travel and Transportation Reimbursement
	D. Time Limitation
	E. IPA Mobility Program
C4113	**TDY STATION BECOMES PDS**
	A Per Diem Ends upon Notification of Transfer
	B. PCS Allowances
	C. Return to the Old PDS
	D. Per Diem at the Old PDS
	E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

PART D: RESERVED

PART E: RESERVED

PART F: RESERVED

PART G: RESERVED

PART H: RESERVED

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PART I: REIMBURSEMENT OPTIONS FOR TRAVELERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS

C4360 DEFINITIONS
A. Combatant Command Area of Operational Responsibility (AOR)
B. Joint Task Force (JTF)
C. Operational Deployment
D. Exercises
E. TDY Options

PART J: TEMPORARY DUTY TRAVEL

C4405 JUSTIFICATION

C4410 WHAT CONSTITUTES TDY TRAVEL

C4415 TDY ASSIGNMENT SELECTIONS

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS
A. Advance Notice
B. Clearances
C. Employee Requirements
D. Other Requirements

C4425 ITINERARY VARIATION
A. Variation Authorized in the Travel Authorization
B. Variation Not Authorized in the Travel Authorization

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)
A. General
B. 180 Consecutive Day Time Limitation
C. TDY Periods in Excess of 180 Consecutive Days
D. Temporary Change of Station (TCS) instead of an Extended TDY
E. Income Taxation of Reimbursable TDY Allowances
F. Extensions

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE
A. General
B. TDY at Leave Point
C. TDY at other than Leave Point

Paragraph **Title/Contents**

C4445 **ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**

C4450 **OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**

C4460 **TDY ASSIGNMENTS TO A SUBMARINE**

C4465 **ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**

C4470 **TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

C4475 **TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE**
A. Authorization/Approval
B. Starting/Ending Travel
C. Cost
D. Example

PART K: TRAINING COURSE ATTENDANCE

C4500 **ALLOWANCES**
A. General
B. In the PDS Area
C. Conference/Training at the PDS as Training Expenses

C4505 **DEPENDENTS AND HHG TRANSPORTATION**
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*A. General. A participant is treated as an "employee" and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. ***Assignments solely for training are not to be made using this authority.***

*B. Authority. Title 5 USC §§ 3371 - 3375 provide authority for the temporary assignment of an employee between the Federal Government and:

*1. State or local government,

*2. Institutions of higher education,

*3. Indian tribal governments,

*4. Federally funded research and development centers, or,

*5. Other eligible organizations.

*C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following ***may be authorized***:

*1. Round trip travel and transportation and per diem IAW Chapter 4, Part L (is taxable for an indeterminate period or a period of more than one year) for the employee, or

*2. Limited Relocation IAW Chapter 5.

*a. The employee's travel and transportation expenses to and from the assignment location;

*b. The employee's dependents' travel and transportation expenses to and from the assignment location;

*c. Transportation and SIT expenses of the employee's HHG and personal effects;

*d. TQSE at the time the assignment commences and at the time the assignment is completed;

*e. An MEA; and

*f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW C5159.

*D. Time Limitation. An assignment may be:

*1. Up to 2 years in duration, and

*2. Intermittent, part-time, or full-time, and

*3. Extended for up to an additional 2 years, when beneficial to both organizations, and

*4. Terminated at any time.

*E. IPA Mobility Program. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW OPM regulations in CFR, Part 5, Chapter 334. See ***http://www.opm.gov/programs/ipa/index.htm*** for information and OPM regulations concerning the IPA Mobility Program.

C4113 TDY STATION BECOMES PDS

A. Per Diem Ends upon Notification of Transfer. Generally, when an employee is transferred for permanent duty to a place at which the employee is already on TDY, the transfer is effective for per diem purposes on the date the employee receives definite notice, whether formal or informal, of the transfer. Per diem stops on the date the employee receives the notice. This, however, does not apply if the employee performs a TDY period or periods at the new PDS between the time the employee receives definite notice of the transfer (ex: 1 September 2003) and the effective date of the transfer (ex: 30 September 2003) if such period or periods are terminated by a return to the old PDS at which the employee performs substantial duty (B-214966, 27 December 1984).

NOTE: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Gov't. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.

B. PCS Allowances. An employee on TDY at a location that becomes the employee's PDS is authorized PCS allowances if the transfer is in the Gov't's interest. Par. C5070 lists PCS allowances that are authorized in this case as well as the allowances (TQSE and house-hunting trip) that may be authorized.

C. Return to Old PDS. Return travel to the old PDS from the TDY location, or new PDS when an employee is transferred in the Gov't's interest to the TDY location, may be authorized/approved at Gov't expense (B-169392, 28 October 1976) as indicated in pars. C4113-C1 and C4113-C2.

1. Return to the Old PDS before the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the TDY location to the old PDS, ***before the date on which the TDY location becomes the employee's new PDS***, is authorized/approved, the employee is authorized:

a. Return transportation to the old PDS under the TDY travel authorization, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500 if POC travel is determined to be to the Gov't's advantage plus per diem for the return trip payable ICW return from TDY; and

b. Transportation to the new PDS under the PCS travel authorization/order, or reimbursement on a MALT/PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable ICW PCS travel.

2. Return to the Old PDS after the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the new PDS to the old PDS, ***after the date on which the TDY location becomes the employee's new PDS,*** is authorized/approved, the travel is PCS travel (B-169392, 28 October 1976) and the employee is authorized:

a. Transportation under the PCS travel authorization/order to the old PDS, or reimbursement on a MALT/ PCS mileage basis for POC use at the rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable ICW PCS travel; and

b. Transportation to the new PDS under the PCS travel authorization/order, or reimbursement on a MALT/ PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable ICW PCS travel.

D. Per Diem at the Old PDS. Return to the old PDS before the date that the employee's TDY location becomes the employee's PDS is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS. Return transportation to the old PDS after the date on which the TDY location becomes the employee's PDS is authorized as PCS travel and per diem at the old PDS is not authorized ICW such travel.

E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a period or periods of TDY at the new official station between the time the employee receives the transfer authorization/order and the stated effective date of that authorization if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBCA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBCA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4113-E5a, above.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS travel authorization/order should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978. An employee performed intermittent TDY in Boston during June 1977. By PCS travel authorization/order dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. B-205440, 25 May 1982. An employee stationed in Washington, DC, who performed intermittent TDY in Hines, IL, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through 30 December 1978, since the employee was issued a TDY travel authorization/ order to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, DC.

8. B-213742, 5 August 1985. Since employee was notified, while at a TDY station (Washington, DC), that Washington, DC, had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, DC, and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.

9. 64 COMP. GEN. 205 (1985). An employee received travel and per diem during an alleged 6-month detail in Washington, DC, and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the travel authorization/order directing the assignment, the assignment duration, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.

10. 69 Comp. Gen. 424 (1990). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by privately owned vehicle to retrieve stored household goods. The employee is authorized en route per diem and MALT/PCS mileage expenses for the round-trip since relocation travel by privately owned vehicle is deemed to be to the Gov't's advantage.

11. B-253033, 16 November 1993. An employee's official duty station was Salt Lake City, UT. The employee was on a TDY assignment in San Bernardino, CA, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The effective date of transfer for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

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C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip POC TDY travel may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

Frequent TDY assignment to the same OCONUS locale by the same employee must be evaluated periodically to determine necessity and if there are alternatives. If evaluation indicates significant expenditures (ICW TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4460 TDY ASSIGNMENT TO A SUBMARINE

An employee must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignment. This instruction can be accessed from the Internet at website address: ***http://www.combatindex.com/mil_docs/pdf/secnav/6400/6420-1D.pdf***.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Chapter 7, Part H, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

***C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE**

*A. Authorization/Approval. 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.

*B. Starting/Ending Travel. If to the Gov't's advantage, POC use may be authorized/approved to begin/end at the:

*1. Traveler's residence (from which the traveler commutes daily to the PDS),

*2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or

*3. Place near the traveler's residence where the POC is garaged/stored.

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

*D. Example. 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.

C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL

For travel to and from a carrier terminal, reimbursement is authorized IAW par. C2192.

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 Gov't 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 transportation reimbursement 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 Gov't expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Gov't 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. Extension requests should be submitted via the Agency's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the Per Diem Committee website at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** by clicking on the Telephone Directory Tab.

*1. Email: From the agency/command via email through the CAP representative to ***sit-extensions@perdiem.osd.mil.***

2. Fax: ***FAX: (703) 325-2945, DSN: (312) 221-2945***

3. Mail: Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

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

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at Gov't expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any Gov't funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the Gov't is IAW finance regulations.

3. Authority

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

(1) Available housing at the PDS can accommodate the HHG,

(2) Adequate housing is available within daily commuting distance, or

(3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS travel authorization/order to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at Gov't expense, and

c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Gov't expense.

5. Time Limitation. (FTR §302-8.108)

a. NTS at Gov't expense may be authorized for the duration of the employee's assignment NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at Gov't expense terminates on the last day of work at the isolated official station if before the end of the 3-year period or at the end of the 3-year period.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Gov't expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

Example 1	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5c)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2003 (last day of work at the PDS 31 August 2003 plus 90 days (par. C5195-A5c))

Example 2	
Storage terminates:	4 August 2003 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5b) Employee's eligibility ended: 4 August 1st month after the month (August) the employee's eligibility ended was: September 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90th day after the last day of work at the PDS:	2 November 2003 (last day of work at the PDS 4 August plus 90 days (par. C5195-A5c)

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

a. Packing,

b. Crating,

c. Unpacking,

d. Uncrating,

e. Transportation to and from storage place,

f. Charges while in storage, and

g. Other necessary charges directly relating to the storage.

8. Documentation

a. NTS authority must be in the PCS travel authorization/order.

b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DOD 4500.9-R, Vol. IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.

c. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization/order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. HHG NTS ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at Gov't expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

b. The conversion of HHG from SIT to NTS, at Gov't expense, and from storage at personal expense to NTS at Gov't expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

   a. Employee is not authorized to transport HHG to the PDS,

   b. Employee is unable to use HHG at the PDS,

   c. Storage is authorized in the Gov't's best interest, or

   d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

   a. NTS, at Gov't expense, may be authorized for a period NTE the tour of duty.

   b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

   c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Gov't expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

   d. The losing OCONUS command may extend the period of NTS at Gov't expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

   e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

Example	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-B3c) Employee's eligibility ended: 31 August 2003 1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60th day after the last day of work at the PDS:	30 October 2003 (last day of work at the PDS 31 August 2003 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at Gov't expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel authorization/order, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at Gov't expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. Gov't-paid Expenses. The Gov't is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.

(2) When the employee earns return transportation at Gov't expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Gov't expense.

(3) Example. After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

d. Documentation. Paid expense receipts of $75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Gov't expense prior to receiving a new PCS travel authorization/order.

C. NTS of HHG for a DODDS Employee (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for a DODDS employee who is separated from the rolls during the summer recess.

b. NTS between school years may be authorized for a DODDS employee on a school-year basis if the:

(1) DODDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DODDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) Gov't quarters occupancy,

(b) A quarters allowance (20 USC §905(c)) ***NOTE: If a quarters allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.***, or

(c) Any other HHG storage to which that DODDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DODDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a Gov't facility,

unless the employing activity determines that the DODDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DODDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the Gov't's best interest;

b. May be authorized/approved NTE 12 months for a DODDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authority in this Volume;

e. May be rescinded and made the DODDS employee's financial responsibility if the DODDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

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a. A transfer to a foreign PDS is in the Gov't's interest;

b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Gov't expense under pars. C5750 or C5800 if transferred to/within the U.S.; and

c. The employee signs a service agreement.

2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;

2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or

3. Separates from Gov't service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

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

A. Authorized PM Services. The AO may authorize PM services:

1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the wok location.

2. When an employee is transferred:

a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or

b. Within CONUS/non-foreign OCONUS areas

3. Only if:

a. The employee's transfer is in the Gov't's interest;

b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Gov't expense under par. C5750 or C5800;

c. PM services are to the Gov't's advantage and cost effective for the Gov't than sale of the employee's residence; and

d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the Gov't reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Gov't for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at Gov't expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

D. Residence Sale after Electing PM Services

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Chapter 5, Part P with the Gov't reimbursing expenses.

2. Payment for residence sale with the Gov't reimbursing expenses may not exceed the maximum amount in par. C5756-B1, less the amount paid for PM services.

3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5756-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment must not exceed 2 years from the employee's transfer effective date.

2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5750-C, for up to two additional years, may be allowed.

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Chapter 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;

2. Employee separates from Gov't service;

3. Temporary official station becomes the PDS; or

4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5830 after the temporary official station becomes the employee's PDS.

CHAPTER 7

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PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

C7400 GENERAL

A. Application. This Part applies to DOD employee travel while accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g).

B. Reimbursement. A DOD employee accompanying a Member of Congress or a congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel provided the employee's travel is in support of congressional travel directed/approved by the Secretary of Defense or the Secretary concerned. See pars. C2204-B3g and C2204-B4j. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee that the employee is accompanying, and

2. Per diem or actual expenses that does not exceed the rate set for the Member of Congress or congressional staff employee that the employee is accompanying.

C7405 DEFINITION OF TERMS

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

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

C. Secretary Concerned. For the purpose of this Part, "Secretary Concerned" includes the Secretary of Defense with respect to a DOD civilian employee working in other than a military department.

C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DOD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

*C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are first-class (FC), and business-class (BC). See pars. C2204-B3g and C2204-B4j.

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PART M: EMERGENCY VISITATION TRAVEL (EVT)

C7600 RELATED INFORMATION

A. Allowable Expenses due to an Employee's/Dependent's Death. See Chapter 7, Part A.

B. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation while on TDY. See Chapter 7, Part H.

C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. See Chapter 7, Part K.

D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. See Chapter 7, Part I.

C7602 GENERAL

A. Purpose. EVT is to allow an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at Gov't expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.

B. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

C. Restrictions

1. EVT is not permitted for travel wholly within the foreign area assignment.

2. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT.

D. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

E. Authority. EVT is authorized in the following circumstances:

1. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death. See pars. C7610-C and C7628.;

2. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (see APP A) to the place of interment anywhere in the world. See pars. C7610-C and C7630.;

3. Incapacitated Parent. A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care. See par. C7632.; and

4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1, C7602-E2 and C7602-E3. See par. C7634.

C7604 LEGAL AUTHORITY

10 USC §1599b; 22 USC §4081 and allowances must be similar to EVT allowances in 3 FAM 3740 (***http://www.state.gov/m/a/dir/regs/fam/c22159.htm***) of the State Department regulations.

C7606 FUNDING

EVT expenses are the responsibility of the employee's command.

C7608 LIMIT ON NUMBER OF TRAVELERS

A. General. Ordinarily, only one family member is authorized travel at Gov't expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

B. Exceptions. Additional family members must travel due to:

1. A critical injury to a dependent child attending school away from the PDS, or

2. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area.

In such cases, the limitations in these regulations apply to each traveler.

C7610 DEFINITIONS

A. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

B. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

1. Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

2. Parents (including stepparents and legally adoptive parents) of the employee/spouse, when such parents are at least 51 percent dependent on the employee for support (See APP A for definition of "DEPENDENT/ IMMEDIATE FAMILY");

3. Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters/brothers) of the employee/spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and

4. Spouse.

C. Immediate Family member. For this Part "an immediate family member" means the following relative of the employee:

1. Spouse;

2. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;

3. Parents of the employee/spouse; and

4. Siblings (including stepbrothers and stepsisters) of the employee/employee's spouse for cases of death..

D. Incapacitation. "Incapacitation" is a physical/mental health condition that may impair an individual's ability to continue living independently.

E. Parent. A 'parent" is the mother/father of the employee/spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent. See the definition of "Dependent/immediate family" in APP A. ***In no circumstance may an individual be deemed to have more than two parents.***

F. AO. The "AO" is the official delegated the authority at the PDS to authorized/approve EVT.

G. Serious Illness/Injury. "Serious illness/injury" is a circumstance in which a medical official determines that death is imminent or likely to occur.

C7612 TRANSPORTATION EXPENSES

A. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS ***(or applicable originating point)*** to the airport serving the destination authorized for EVT and return;

2. Airport taxes; and

3. Air transportation, and ground transportation between interim airports. Example: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

See par. C7614 for transportation cost limitations.

B. ***Expenses Not Allowed***

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.

2. Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

C7614 TRAVEL LIMITATIONS

A. Routing. Travel from the employee's PDS (place of temporary abode where the employee/spouse is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

B. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov't's advantage to purchase a ticket in foreign currency at an intermediate point.

C. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee/spouse's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence, unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

D. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

E. Accommodations. Accommodations must be in coach ***(unless premium class accommodations are authorized/ approved for medical reasons by the appropriate official designated in par. C2204-B2)*** or, when air service is not available, minimum first-class ship, rail, or bus service.

F. Special Fares. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

G. U.S.-certificated Carriers. U.S.-certificated carriers must be used except as in par. C2204-C.

C7616 TRAVEL AUTHORIZATION/ORDER

The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2203 regarding arranging official travel.

C7618 REFUND

An employee must repay Gov't-paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. Example: Return to the CONUS or non-foreign OCONUS area and resignation.

C7620 CHARGE TO LEAVE

See the DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993

Following are links to websites with information about leave under the Family Medical Leave Act Program.

A. Form WH-380 "Certification of Health Care Provider" (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.) ***http://www.dol.gov/esa/regs/compliance/whd/fmla/wh380.pdf.***

B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993 ***http://www.opm.gov/compconf/Postconf00/Leave/herzbrq1.pdf.***

C. OPM Final Regulations on Family and Medical Leave ***http://www.opm.gov/oca/fmla/index.htm.***

D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification ***http://www.opm.gov/oca/leave/HTML/fmlafac2.asp.***

C7624 EFFECT OF EVT ON RAT

Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS. See Chapter 5, Part K for RAT.

C7626 EVT FOLLOWED BY FVT

A. Waiting Time. If an employee is eligible for FVT, there must be a minimum three-month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

B. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

C7628 EVT FOR MEDICAL REASONS

A. Limit on Number of Trips. The employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

B. Authorization Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse;

2. The telephone number of the attending physician or hospital; and

3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/ approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

F. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse has already identified two individuals as parents for EVT and subsequent requests for EVT elects a third parental individual to visit.

G. Travel in Advance of Authorization

1. Employee/Spouse Elects to Travel before Authorization. The employee/spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

a. Personal expense of the employee subject to reimbursement in the event of subsequent authorization; or

b. Gov't expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.

2. Repayment Acknowledgement. An employee traveling in advance of authorization of transportation at Gov't expense must execute the following repayment acknowledgement prior to commencing travel:

REPAYMENT ACKNOWLEDGEMENT

"I, _____ certify that I have read and understand the EVT regulations in JTR, Chapter 7, Part M, and that all expenditures made by my Command ICW my EVT (or EVT for my eligible spouse) _____ are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Chapter 7, Part M. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy."

_____	_____	_____
Signature	**Date**	**Typed Name**

After execution of the Repayment Acknowledgement, the A/O may authorize transportation.

3. After Return to the PDS. In each case in which EVT is taken in advance of authorization, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member's medical status at the commencement of EVT met the requirements of par. C7610-G. If the AO determines that the family member's status did not satisfy the requirements, all EVT expenses become the employee's financial responsibility.

C7630 EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER'S DEATH

A. Limitations. Only one round trip may be taken by either the employee/spouse in the death of any immediate family member.

B. Beginning Travel. Travel must begin as soon as practical upon notice that the immediate family member has died.

C. Death of Employee/Eligible Family Member. In the death of an employee/eligible family member stationed in a foreign area ***(whether death occurs at the PDS or elsewhere in a foreign area)***, one round trip to the place of interment is allowable for eligible family members resident at the PDS. See par. C7602-E2.

D. Travel Statement. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse) of the deceased.

***C7631 EVT FOR PERSONAL EXPENSE TRAVEL TO VISIT SIBLING WHO SUBSEQUENTLY DIES**

*A. General. When the employee or employee's spouse travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:

*1. Reimbursement for the round trip visitation travel already taken at personal expense, or

*2. Subsequent EVT round trip travel for the interment of that sibling.

*B. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. C7631-A1 is limited to par. C7612-A requirements, and must conform to par. C7614. See par. C7612-B for unauthorized EVT expenses.

C7632 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to:

1. Arrange medical care,

2. Home care services, or

3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

B. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a parent/stepparent (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;

2. A parent/stepparent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;

3. A parent/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility.

4. Similar circumstances.

C. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

D. Both Trips May Be Used for the Needs of One Parent. The employee/spouse may choose to use both EVT trips in this category ICW the needs of one parent.

E. Authorization Procedure

1. The employee:

   a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).

   b. Should provide as much detail as available at the time of the request for travel at Gov't expense that demonstrates that the request is consistent with the requirements in par. C7602-E3.

   c. May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

2. At a minimum the certification must include:

   a. The number of EVT trips already taken by employee/spouse under the authority in pars. C7602-E3 and C6678 during their lifetime.

   b. The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;

   c. A detailed description of the circumstances pursuant to which the EVT allowance is being claimed; and

   d. If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship which supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse.

SAMPLE CERTIFICATION

I, _____ certify that it is necessary for me (**or for my spouse**)

to travel to the location of my (**or eligible spouse's**) parent,_____

who resides at:_____

to assist in getting appropriate care or making new living arrangements due to recently discovered

incapacity. I have the following indications that my (**or eligible spouse's**) parent may not be able to continue

living independently:_____

I hereby declare that, if approved, this will be my ☐**Employee** ☐**Spouse** ☐**first/**☐ **second** eldercare trip at Government expense during my lifetime. See JTR, par. C7632-C for limit on number of trips.

_____	_____	_____
Signature	**Date**	**Typed Name**

F. Submission Request. The request must be submitted to the AO, who must notify the requester whether or not Gov't-funded travel is authorized or disapproved.

G. Travel without Prior Authorization. Gov't-funded travel without prior authorization is permitted, but the employee/spouse must provide the required certification statement of the parent's health status and travel purpose described above not more than 30 calendar days after travel completion. The employee is financially liable for any expenditure not approved by the AO, and all such costs are subject to collection as an overpayment.

H. Travel in Advance of Authorization. In the event the employee or the employee's spouse elects to travel in advance of authorization, the following statement must be included in the employee certification:

"I have read and understand JTR, par. C7628-G, that all expenditures made by the Government ICW my EVT ***(or EVT of my eligible spouse) (Name)*** are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions in par. C6675. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

C7634 UNUSUAL PERSONAL HARDSHIP

A. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DOD Component concerned may authorize/approve EVT in exceptional circumstances on a case-by-case basis in situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Death of Immediate Family Member), and C7632 (Incapacitated Parent). Requests for authorization/ approval of Gov't-funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

B. Travel In Advance of Authorization**.** Gov't-funded travel without prior authorization is permitted, but the employee/spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The procedure in par. C7628-G, regarding travel in advance of authorization, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/approved.

C7636 EVT TABLE

EMERGENCY VISITATION TRAVEL					
Travel Authorized	**Who May Travel**	**Visitation Objective**	**Authorization**	**Action Required By Employee**	**Limitation Of EVT Visit**
Medical (Serious Illness or injury) See pars. C7602-E1 & C7628	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Chapter 7, Part M	. Provide required medical contact information. . Submission of repayment acknowledgement, if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See pars. C7602-E2 & C7630)	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Chapter 7, Part M	. Identify deceased family member not more than 30 calendar days after travel completion. . Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
Employee/Family Member Death Employee/family member dies outside CONUS/non-foreign OCONUS area. See pars. C7602-E2 & C7630.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/ approve number of travelers	. Request AO approval . Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See pars. C7602-E3 & C7632	Employee or . Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Chapter 7, Part M	. Submission of self-certification acceptable to the AO[1]. . Submission of repayment acknowledgement, if appropriate.	Not to exceed two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See pars. C7602-E4 & C7634.	Employee or . Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DOD component concerned.	. Submission of any available documentation related to request. . Submission of repayment acknowledgement.	Decided on a case-by-case basis.

Footnote:

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

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PART N: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C7700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

*A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, ***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***. See page 20 -- not 6.16 SR&R on page 18. This policy is being used as the policy for FEML for DOD civilian employees.

B. Eligibility

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

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

2. Dependent. A dependent is eligible for FEML if the:

a. Employee is authorized to have dependents at the PDS, and

b. The dependent resides with the employee at the FEML PDS.

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

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

C. Limitation

1. Number of FEML Trips

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

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

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

c. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

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

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

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

*1. FEML Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7700-D5.

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

*3. Alternate Destination(s). An employee may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of Gov't-provided travel to the authorized destination. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares ***may*** be available for use. ***If the employee travels to more expensive alternate destination(s), city- pair airfares are not authorized to any of the alternate destination(s).***

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

*a. Example 1

(1) An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

(2) There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is $1,200.

(3) The employee desires to utilize FEML to Boston, MA.

(4) The city-pair airfare to Boston is $1,400.

(5) The least cost non-city-pair airfare to Boston is $1,600.

(6) Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston, and the employee is financially responsible for the additional cost ($1,600 - $1,200 = $400).

*b. Example 2

(1) An employee's PDS is in Brazil and the authorized destination is Miami, FL.

(2) The city pair airfare cost is $980.

(3) The employee desires to utilize FEML to St. Louis, MO.

(4) The city-pair airfare to St. Louis is $840.

(5) Since travel to St. Louis, MO, is less expensive than travel to the Miami, FL, the employee is authorized to use the city-pair airfare to St. Louis ($840) NTE the $980 cost to Miami.

*5. Location Designation/Recertification

*a. Designating Authority. DUSD (MPP) is the designating authority for FEML locations/destinations.

*b. Designation/Recertification Requests. Designation/recertification requests must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

E. Transportation

1. Employee/Dependent. The employee and dependent may travel together or independently.

2. Restrictions. An employee/dependent taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

*c. May not use cruise or tour packages to and from the authorized destination.

NOTE*: *The commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.

*3. Procurement. Commercial air transportation must be IAW par. C2203.

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. ***See par. C2192, and Chapter 2, Part C.***

*b. Reimbursement must not exceed the Gov't-procured transportation cost between an employee's duty station and the authorized destination, plus the cost of ground transportation as noted in par. C7700-E4a, as determined in par. C7750-C2.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Allowances. An employee or eligible family member may not receive dual allowances. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Gov't agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable allowances.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C7700-C1 is not completed, unless the lack of completion is a result of:

1. Transfer for compassionate reasons,

2. Management-initiated transfer,

3. Involuntary separation through no fault of the employee, or

4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Travel Authorization/Order. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FEML transportation. See par. APP I, Part 4, par. A. TDY regulations concerning transportation accommodations and travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

J. Per Diem. ***Per diem is not authorized for FEML.***

K. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6).

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 R&R LEAVE TRAVEL

*A. Policy. The policy for designating locations eligible for funded R&R leave transportation for a DOD civilian employee is the same policy used for R&R established in DODI 1327.6, subsection 6.15 (***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***). Under DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R). ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

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

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour. A contingency tour is ICW and directly tied to a contingency operation. See APP A, Definitions, Part I: Terms. R&R is for a DOD employee who is serving a tour length under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in APP U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

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

*1. R&R Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7750-C5.

*2. R&R Destination. The authorized R&R destination, determined IAW DODI 1327.6, is listed in APP U.

*3. Alternate Destination. An employee may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of Gov't-provided travel to the authorized destination. Travel to and from the alternate destination is official travel, and therefore contract city-pair fares may be available for use. ***If the employee travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***

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

a. Example 1

Example 1	
An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany. The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is:	$1,200
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	$1,000
The employee desires to utilize R&R to Boston, MA. The city-pair airfare to Boston is:	$1.400
The least cost non-city-pair airfare to Boston is:	$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost ($1,600 - $1,200 =).	$ 400

b. Example 2

Example 2	
An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city pair airfare cost to Frankfurt is:	$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	$1,400
The employee desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:	$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized to use the city-pair airfare to St. Louis ($1,200) NTE the $1,400 cost to Baltimore.	

5. Location Designation/Re-designation

*a. Designating Authorities. PDUSD (P&R) is the designating authority for R&R locations/destinations.

*b. Designation/Re-designation Requests. Designation/re-designation requests must be sent through Combatant Command channels to PDUSD (P&R) IAW DODI 1327.6.

D. Transportation

1. Employee only.

2. Restrictions. An employee taking a R&R trip may use:

a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or

b. Commercial air transportation if space-required military air transportation is not reasonably available, and

c. ***May not use cruise or tour packages to and/or from the authorized destination.***

NOTE: Each commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

*3. Procurement. Commercial air transportation must be IAW par. C2203.

*4. Reimbursement. Reimbursement must not exceed the Gov't-procured transportation cost between an employee's duty station and the authorized destination as determined in par. C7750-C2.

5. Time Limitation

a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630, Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization/Order. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. APP I, Part 4, par. A. TDY travel and transportation accommodations regulations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. ***Per diem is not authorized for R&R travel.***

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

C7751 IRAQ AND AFGHANISTAN

A. Authorized Transportation. A DOD civilian employee on official duty in Iraq or Afghanistan during fiscal years 2006, 2007 and 2008 is authorized round trip transportation to the designated locations provided in APP U. Provisions in Chapter 7, Part O must be applied when requesting and authorizing R&R travel. An employee must be in an approved leave status while traveling to/from Iraq or Afghanistan and during R&R breaks, IAW DOD 1400.25-M.

B. Authority. Based on OSD (P&R) memo of 4 May 2007 and under the authority provided by P.L. 109-234 and 22 USC §4081(6), a DOD civilian employee in Iraq or Afghanistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

1. Option 1. A employee assigned TDY, TCS, or PCS to Iraq or Afghanistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the R&R trip.

2. Option 2. An employee TDY, TCS, or PCS to Iraq or Afghanistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the first R&R trip. R&R trips should be taken at reasonable intervals; for example, the first break after 60 days, and subsequent breaks every 50 to 60 days.

C. Limitations. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official duty station in Iraq or Afghanistan (including travel time) established in the Civilian Personnel Manual (DOD 1400.25-M) and/or other personnel directives. An employee is expected to return to Iraq or Afghanistan following the R&R leave period or become financially liable for the expense of the R&R trip.

D. Retroactive Benefits and Gratuities. Effective for the period June 15, 2006 through September 30, 2008; benefits and gratuities must be granted retroactively for a DOD employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. Components must review the circumstances of an employee assigned to Iraq or Afghanistan between the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.

APPENDIX A

PART II: ACRONYMS

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

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

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

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

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

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

NOTES:

1. Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DOD Services and in agency regulations for non-DOD Services.

2. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience.

3. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.

PART I: INVITATION TO TRAVEL

Par. **Contents**

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

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

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

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APPENDIX H

PART 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES

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

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

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

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APPENDIX H

PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

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

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

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

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APPENDIX P

CITY-PAIR PROGRAM

PART I: CITY-PAIR PROGRAM

Par.	Contents
A.	Policy
B.	Scheduled Air Carriers

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

Par.	Question
A.	**City-Pair Program FAQs** 1. How does the program work? 2. What are the city-pair program advantages? 3. Why can't contractors use it? It would save the government a lot of money! 4. What are the traveler's responsibilities for partially or unused ticket? 5. What is a 'Code Share' agreement between airline carriers?
B.	**City-Pair Program Policy FAQs** 1. Who can use it? 2. Do I have to use the contract carrier? Won't any airline do? 3. What makes it the best value? Isn't it just low bid? 4. How is Quality of Service Evaluated? 5. Why isn't every award for nonstop service? 6. Can't GSA make a carrier add nonstop service? 7. Can you require the airlines to offer smoke free international flights?
C.	**City-Pair Air Travel Accommodation FAQs** 1. Do I have to use the contract carrier if authorized to use premium-class travel (first or business-class)? 2. Can I upgrade to business-class seating to accommodate my disability at Government expense? 3. Can the air carrier charged for premium seating and if so, is the charge reimbursable? 4. What happen to my changed airline ticket reservation?

D. City-Pair Airline Airfare FAQs

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

E. City-Pair Travel Allowance FAQs:

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

F. GSA Points of Contact

APPENDIX P

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

A. City-Pair Program FAQs

1. How does the program work?

a. **First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the airfares stay favorable, we encourage each Federal traveler to stick to the contract carrier.

b. **Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

c. **Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the airfares are so attractive, the airlines insist that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the city-pair program advantages?

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one-way routes permitting agencies to plan multiple destinations.

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

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

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

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

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually furnished is different or of a lesser value than what was authorized.

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

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

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

B. <u>City-Pair Program Policy FAQs</u>

1. Who can use it?

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

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

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

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

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or

b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or

c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); or

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

d. Cost effective rail service is available and is consistent with mission requirements; or

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

NOTES:

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

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

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

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

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

4. How is Quality of Service Evaluated?

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

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

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

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

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

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

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

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

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

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

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

C. City-Pair Air Travel Accommodation FAQs?

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

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

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

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

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

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

4. What happens to my changed airline ticket reservation?

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

D. City-Pair Airline Airfare FAQs

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

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website***, http://apps.fas.gsa.gov/citypairs/search/***

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

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

3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA coach/economy class city-pair airfare which is a highly discounted unrestricted airfare. ***NOTE: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a _CA airfare is available at a lesser price.***

b. **_CA** = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the Government.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and _CA is that there are a limited number of seats on the less-costly _CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

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

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

The city-pair airfare program encourages a Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

5. Why does the Government have to pay the Airline Passenger Excise tax? Isn't the Government exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a Federal tax and the Federal Government is subject to it.

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

While the base airfare and taxes are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the Government rate for my airline reservations?

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and taxes.

b. The E-GOV Travel/DTS vendors can book reservations and shows either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

E. City-Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

A traveler can use the airport that best suits the needs in areas/locations with multiple airports, ***except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports) and may consider potential lost work time***. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

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

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

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

a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way airfare is $251.00 and round-trip is $502.00.

b. Reimbursement for the entire trip is limited to $502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

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

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

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

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

a. **Civilian Employee**: RAT (JTR, par. C3104-D2 and Chapter 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member**: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. GSA Points of Contact. See the GSA website at ***http://fss.gsa.gov/citypairs*** or contact following POCs at, ***http://fss.gsa.gov/citypairs/forums*** below for more information on GSA's Airline City-Pair Program. ***Only those without Internet access should call***.

Mr. Jerry Bristow Program Manager, Contract City-Pair Program (703) 605-2925 Jerome.bristow@gsa.gov	Mr. Jerry Ellis Contract Specialist City-Pair Program (703) 605-2928 Jerry.ellis@gsa.gov	Mr Vincent Aquilino Program Analyst City-Pair Program (703) 605-2271 Vincent.aquilino@gsa.gov

APPENDIX R

CONFERENCES

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

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