

**JOINT TRAVEL REGULATIONS****VOLUME 2****CHANGE 516**

Alexandria, VA

1 October 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 October 2008 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 59-08(E); 62-08(E); 63-08(E); 65-08(I); 66-08(I); 79-08(I); 80-08(I); 81-08(I); 83-08(I); 84-08(I); 87-08(I); 89-08(I). 90-08(I); and 93-08(I).

Remove and replace the following: Ch 1-TOC; Ch 2-TOC; Ch 2D1; Ch 2D3; Ch 2D4; Ch 2I; Ch 4-TOC; Ch 4C; Ch 4J; Ch 4N; Ch 4P; Ch 5-TOC; Ch 5H2; Ch 5M; and Ch 7-TOC.

Page F2-1 in the sheets-in-force is corrected to show that the last change was 471, not 508.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 515 cover page.

**BRIEF OF REVISION**

These are among the major changes made by Change 516:

Chapters 1 and 2, TOC. Corrects erroneous errors to align the TOC with the associated par. and subpar. titles.

C2150; C2156-A1; C2159-C3 and C2180-D. Updates travel authorization/order references.

C2184-D3 and D4b. Corrects references.

C2198, C4677, and C5065. Updates the PCS MALT/mileage rate computation examples to reflect the temporary change from \$.19 to \$.27 per mile and the local and TDY mileage rates from \$0.50.5 to \$0.58.5 per mile.

C2500. Changes the TDY mileage rate from \$0.505 per mile to \$0.585 per mile for all uniformed members and civilian employees effective 1 August 2008 IAW GSA's FTR amendment announced in the Federal Register (FTR Amendment 2008-05) dated 28 July 2008.

Chapter 4, TOC. Corrects erroneous errors to align the TOC with the associated par. and subpar. titles.

C4113. Clarifies and reformats when a TDY Station Becomes a PDS.

C4430-E and C4715. Updates TDY Income Tax Reimbursement Allowance (ITRA) references.

Ch 4, Part N. Rewrites, organizes, and simplifies Ch 4, Part N.

Chapter 5, TOC. Corrects erroneous errors to align the TOC with the associated par. and subpar. titles.

C5165-H and C5750-C4. Clarifies that HHG transportation time limitation may be extended under par. C1057, C5080-E or C5750-C4 extension authority IAW CBCA 524-RELO dated 21 March 2007.

C5370-G. Clarifies TQSE reimbursement for temporary use of a mobile dwelling to reflect that a mobile dwelling that is to be the employee's 'permanent residence' cannot also be the employee's 'temporary residence'.

C5600; C5612; C5616; and C5628. Updates HHT references

Chapter 7, TOC. Corrects erroneous errors to align the TOC with the associated par. and subpar. titles.

C7614. Adds language clarifying that air is the only authorized mode of transportation during emergency travel.

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

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

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

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

JOINT 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	C1B-9	509	C2H-1	514	C4L-31	516	C5B-11	477	C5F-3
514	C1B-11	509	C2H-3	514	C4L-33	514	C5B-13	477	C5F-5
514	C1B-13	516	C2I-1	514	C4L-35	514	C5B-15	477	C5F-7
514	C1C-1	479	C2J-1	514	C4M-1	514	C5B-17	514	C5G-1
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500	C5L3-1	507	C6D-5	515	A2-1	454	J-1	470	T-1
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516	C5M-3	506	C7D-3	511	E2-3	511	O-3		
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507	C6A-1	515	C7O-1	468	H4D-1	512	Q1-3		
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512	C6C-3	514	A1-3	512	I1-1	512	Q2-1		
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## CHAPTER 1

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

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**PART I: MILEAGE RATES**

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<b>C2600</b>	<b>GENERAL</b>
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## PART D: POC TRAVEL

### SECTION 1: GENERAL

#### C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.
2. *POC travel may not be directed*; but is permitted in the Gov't's interest or for the employee's convenience, as appropriate, when requested by the employee.
3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passenger(s) (FTR §301-10.307).
4. POC use is encouraged when it is to the Gov't's advantage.
5. Necessary POC travel is authorized in the travel authorization with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or MALT rate for PDT travel.
- \*6. POC travel not authorized in advance of travel may be approved by travel authorization/order amendment after travel by the AO. See APP I, Part II for travel authorization policy and procedures.
7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if to the Gov't's advantage.
8. An employee may not be prohibited from using a POC on official travel (FTR §301-70.105). If an employee elects to use a POC instead of the authorized transportation mode:
  - (a) Reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and
  - (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

### C2153 GOV'T ADVANTAGE DETERMINATION

#### A. General

1. POC use is authorized when to the Gov't's advantage.
2. A determination that POC use is to the Gov't's advantage is made when common carrier, Gov't contract rental automobile, or Gov't-furnished transportation is not available or is not to the Gov't's advantage.
3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is to the Gov't's advantage than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel authorizations in the same POC; and
6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

### C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

#### A. General

- \*1. Limitations. See APP I, Part II for travel authorization policy and procedures.
2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
4. Other Costs. The following costs are allowable in determining constructed costs:
  - a. Tolls, ferry fares, parking fees and other allowable costs in par. C2188; and
  - b. Usual transportation costs to and from common carrier terminals.
5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem. See par. C1060-A2.

6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.

7. Reimbursement

- a. Reimbursement is based on the official distance. See par. C1065.
- b. The total payment may not exceed the authorized transportation mode constructed cost total including constructed per diem for travel by that mode.
- c. The lesser of actual POC costs or the constructed costs is reimbursed. See par. C2198-B4.

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

2. Contract City-pair Airfare. If air carrier city-pair airfares provided under GSA contract are:

- a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare if both are available.
- b. Not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (see APP A) between the origin and destination (with the exception noted in par. C2204-B1f).

Policy-constructed airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Gov't advantageous.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the bus transportation constructed cost.

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## PART D: POC TRAVEL

### SECTION 2: PERMANENT DUTY TRAVEL

***NOTE:*** In addition to the provisions of Section 1, the following regulations apply.

#### C2159 AUTOMOBILE USE (FTR §302-4)

##### A. General

1. Automobile use is to the Gov't's advantage for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel, or
  - c. Separation travel.
2. PCS MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2505.
3. RAT by automobile is to the Gov't's advantage when travel and transportation costs at the applicable PCS MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C2198 for RAT reimbursement by automobile.***

##### B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed PCS MALT rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, PCS MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***
3. PCS MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

##### C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

***NOTE:*** The terms "family members" or "dependents" in par, C2159 include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. PCS MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, the PCS MALT allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, PCS MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid MALT for the one-way official distance from old to new PDS on the second trip).

\*3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization/order or approved by travel authorization/order amendment after the fact. See APP I, Part II for travel authorization/order policy.

D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road and tunnel tolls *is not authorized for PDT*.

**C2162 AIRCRAFT**

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

- a. First duty station travel by a newly recruited employee or appointee,
- b. PCS travel,
- c. Separation travel, or
- d. RAT

is to the Gov't's advantage when travel costs at the applicable PCS MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage, is at the appropriate TDY mileage rate in par. C2500.

3. Travel time is as provided in par. C5060.

4. Reimbursement computation for travel by privately owned airplane is in par. C2198

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

## PART D: POC TRAVEL

### SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

#### C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE USE

*NOTE: See Chapter 5, Part B for PCS distances.*

A. General. TDY mileage reimbursement for POC use instead of Gov't-furnished automobile use is based on the cost incurred had a Gov't-furnished automobile (see definition - APP A) been used. In addition to TDY mileage reimbursement (see par. C2500 for current rates) for the official distance, the official traveler is authorized reimbursement for expenses authorized under par. C2188 and per diem or AEA, whichever applies, as prescribed in Chapter 4, Part L or Chapter 4, Part M for the allowable travel time. ***NOTE: The authorized travel days are calculated using 400 miles (or an increment thereof) per calendar day (e.g., 415 miles = 2 calendar days). If a POC is used but not authorized by the AO as being to the Gov't's advantage, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.***

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except for an airplane) is determined using the DTOD distance (see par. C1065), the appropriate TDY mileage rate in par. C2500, and the factors in par. C2184-D.

C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. C2180 not to exceed the necessary travel time for the most direct usually traveled route. Unless satisfactorily explained, 'necessary' excess travel time for the most direct usually traveled route is disallowed for per diem computation.

\*D. Statement. When claiming POC TDY mileage reimbursement instead of the Gov't-furnished automobile reimbursement prescribed in par. C2184-D2, the official traveler must provide a written statement (consult finance regulations to see if the statement must be submitted with the voucher) that a Gov't-furnished vehicle use was not authorized for the TDY assignment, and that POC TDY mileage reimbursement was not limited under par. C2184-D2 or C2184-D3. See APP I, Part II for travel authorization policy.

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## PART D: POC TRAVEL

### SECTION 4: POC USE FOR TDY TRAVEL

#### C2182 MILEAGE ALLOWANCES FOR POC USE

An individual engaged in official business for the Gov't may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

#### C2184 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2500, and private automobile rates affected by pars. C2184-B, C2184-C and C2184-D may be prescribed in a travel authorization/order.

B. POC Use to the Gov't's Advantage. POC TDY mileage rates are in par. C2500 for POC travel that is to the Gov't's advantage.

C. POC Use Not to the Gov'ts Advantage

1. Reimbursement. When POC TDY travel is not to the Gov't's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the travel authorization/order.

2. Constructed Cost. See par. C2156.

3. POC Use Instead of Gov't-furnished Automobile. See par. C2184-D.

4. POC Use for Local Travel. See pars. C2400 and C2401.

D. Privately Owned Automobile (POA) Instead of Gov't-furnished Automobile (FTR §301-10.310)

1. Gov't-furnished Automobile Use to the Gov't's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a Gov't-furnished automobile would be to the Gov't's advantage. See par. C2500 for current rates.

b. Higher Mileage Rate. Exceptions to the GSA-prescribed rates may be authorized if the DOD component concerned determines that, because of the unusual circumstances, the Gov't-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DOD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Gov't-furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C2188 that would have been incurred if a Gov't-furnished vehicle had been used.

2. Gov't-furnished Vehicle Available. When use of an available Gov't-furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2500.

\*3. Official Traveler Assigned a Gov't-furnished Vehicle. When an official traveler is assigned a Gov't-furnished vehicle for the official traveler's exclusive use, but the official traveler elects to use a POC, POC use reimbursement is at the partial rate in par. C2500-A.

4. Reimbursement when Transportation in a Gov't-furnished Automobile as Passenger/Driver Is Available

a. Reimbursement Not Authorized. When an official traveler is authorized transportation in a Gov't-furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the Gov't-furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).

\*b. Partial Reimbursement. If under the circumstances in par. C2184-D4a, the Gov't-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the partial rate in par. C2500-A for POC use instead of a Gov't furnished vehicle (62 Comp. Gen. 321 (1983)).

c. Reimbursement at POC Rate. If the Gov't-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a Gov't furnished vehicle when use of the Gov't furnished vehicle is to the Gov't's advantage.

**C2188 OTHER ALLOWABLE COSTS**

In addition to a mileage allowance, the following official business costs are allowable:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

**C2190 TRAVELING TOGETHER**

1. POC mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the mileage payable to the official traveler authorized to be reimbursed because another passenger (Gov't or non-Gov't official traveler) travels with the official traveler and contributes to paying operating expenses.

**C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS**

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

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

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

for the most direct route.

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

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

*\*NOTE: Terminal parking fees while TDY are reimbursable NTE the cost of two one-way taxicab fares, including allowable tips.*

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

D. Other Official Travelers Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.
3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.*

#### **C2194 PER DIEM FOR POC TRAVEL**

A. POC Use Is to the Gov't's Advantage. When POC use is to the Gov't's advantage, per diem is computed under par. C5060-A.

B. POC Use Not to the Gov't's Advantage

1. When POC use is not to the Gov't's advantage, per diem is limited under par. C2198-B, except when a POC is used instead of a Gov't-furnished automobile. See par. C2180.
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

#### **C2196 TRAVEL TIME**

Necessary travel time is allowed when POC use is to the Gov't's advantage. See par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the Gov't's advantage (except for travel under par. C2180).

## C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

### A. To the Gov't's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C2194.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721). See <http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF>.
4. See par. C2188 for other allowable costs.

### B. Not to the Gov't's Advantage

#### 1. Limitation

- a. When, for personal preference a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180. See B-183480, 4 September 1975.

#### 2. Mileage and Per Diem Computation

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the travel authorization/order is used for computing per diem.

#### 3. Constructed Transportation Cost and Per Diem Computation

- a. The Gov'ts constructed transportation cost is computed on fares or charges for the policy-constructed airfare (see APP A) (often contract city-pair airfare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the Gov't would pay if Gov't-procured transportation had been provided.
- c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
  - (1) The official traveler claiming TDY mileage, and
  - (2) Persons performing official travel as passengers in the same conveyance.

4. Comparison

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

5. Passengers

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

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

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

**EXAMPLE 1**

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

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

Reimbursement is limited to the common carrier constructed cost.

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

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

\*The traveler is paid \$381.77 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed Gov't cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

**ITINERARY**

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

**REIMBURSEMENT**

**ACTUAL POC TRAVEL COST**

**(including per diem on travel days to and from Location B)**

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

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

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

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

Transportation Costs	*Round-trip mileage – 1,500 miles times \$0.585 cents/mile	*\$877.50
	Round-trip tolls	\$12.00

**Actual Travel Cost by POC Total**

**\*\$1,359.00**

**COMMON CARRIER CONSTRUCTED COST**

**(including per diem on travel days to and from Location B)**

Day 1	75% x \$39 plus \$40 (lodging cost) =	\$69.25
Day 2	75% x \$39	\$29.25
Transportation Costs	1 round-trip air coach ticket (including federal tax paid by Gov't)	\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)	\$40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$80.00

**Constructed Travel Cost by Common Carrier Total**

**\$381.77**

**EXAMPLE 2**  
**TDY Per Diem and POC TDY Mileage Computation**

\*A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the traveler to travel by common carrier; however the traveler requests to travel by POC between residence and TDY location. See par. C2150-8. A determination is made that POC use is to the Gov't's advantage because there is no city pair contract fare available. The commercial air fare from Location A to Location B is \$1,250. The traveler is authorized to travel using POC as it is to the Gov't's advantage and arrives at the TDY location on day 3, completing the TDY assignment on the same day. The traveler arrives at the TDY location on day 3, completing TDY assignment on the same day.

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

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

\*The traveler is paid \$1,516.00 (actual travel cost by POC) since the constructed Gov't common carrier cost exceeds the actual POC cost and POC was authorized as being to the Gov't's advantage.

**ITINERARY**

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

**REIMBURSEMENT**

<b>ACTUAL POC TRAVEL COST</b> (including per diem on travel days to and from Location B)		
Day 1	75% x \$39 + \$60 (1 <sup>st</sup> stopover MI&E rate and lodging cost) =	\$89.25
Day 2	\$39 + \$50 (2 <sup>nd</sup> stopover MI&E rate and lodging cost)	\$89.00
Day 3	\$39 + \$65 (Arrive TDY location =	\$104.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) = \$282.25</b>		
Day 4	\$39 + \$60 (Depart TDY location 3rd stopover lodging cost) =	\$99.00
Day 5	\$39 + \$60 (4th stopover M&IE rate and lodging cost) =	\$99.00
Day 6	75% x \$39 (use 4th stopover MI&E rate) =	\$29.25
<b>Per Diem for Travel from Location B (TDY to Location A (residence) = \$248.25</b>		
Transportation Cost	*Round-trip mileage – 1,700 miles x \$0.585 cents/mile =	*\$994.50
	Round-trip tolls =	\$12.00
<b>Actual Travel Cost by POC Total</b>		<b>*\$1,516.00</b>
<b>COMMON CARRIER CONSTRUCTED COST</b> (including per diem on travel days to and from Location B)		
Day 1	75% x \$39 + \$75 (lodging cost) =	\$104.25
Day 2	75% x \$39 =	\$29.25
Transportation Cost	1 round-trip air coach ticket (including federal tax paid by Gov't)	*\$1,350.00
	Shuttle costs between airport and hotel (\$20 each way, par C2101-A)	\$40.00
	Taxicab cost between residence and airport (\$40 each way, par. C2101-B)	\$80.00
<b>Constructed Travel Cost by Common Carrier Total</b>		<b>*\$1,603.50</b>

E. Mixed Modes

1. General. All official travel must be:

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

2. To the Gov't's Advantage

a. If an official traveler is authorized POC travel as being to the Gov't's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

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

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

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

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

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

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

**PART I: MILEAGE RATES**

**C2500 TDY AND LOCAL TRAVEL**

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

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>	<u>NOTE</u>
Airplane	*\$1.26	*1 Aug 2008	*1
Automobile (if no GOV is available)	*\$0.585	*1 Aug 2008	*1
Motorcycle	*\$0.585	*1 Aug 2008	*1
POC use instead of a Gov't-furnished vehicle (if a GOV is available) when use of a Gov't-furnished vehicle is to the Gov't's advantage	\$0.285	4 Feb 2005	
Partial reimbursement for POC use when the 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	

**NOTE**

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

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. 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 PCS MALT paid (see par. C2505-B for the rate) is determined by the official distance for which PCS MALT may be paid under the circumstances (as determined IAW the applicable JTR provisions).

B. MALT/PCS Mileage Rate

1. *Effective 1 July 2008*, the PCS MALT rate per authorized POC is \$.27/mile. The PCS MALT 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**

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**PART B: RESERVED**

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

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<u>Paragraph</u>	<u>Contents</u>
C4100	SEE CHAPTER 5, PART A
C4107	SEE CHAPTER 5, PART M
C4109	<p><b>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</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Authority</li> <li>C. Allowable Travel and Transportation Reimbursement</li> <li>D. Time Limitation</li> <li>E. IPA Mobility Program</li> </ul>
C4113	<p><b>TDY STATION BECOMES PDS</b></p> <ul style="list-style-type: none"> <li>A. Notification of Change from TDY Station to PDS</li> <li>B. Per Diem Allowances</li> <li>C. PCS Allowances</li> <li>D. Old PDS</li> <li>E. Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY</li> </ul>

**PART D: RESERVED**

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**PART E: RESERVED**

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**PART F: RESERVED**

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**PART G: RESERVED**

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**PART H: RESERVED**

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**Paragraph    Title/Contents****PART I: REIMBURSEMENT OPTIONS FOR TRAVELER ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR**

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- B.    Joint Task Force (JTF)
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- D.    Exercises
- E.    TDY Options

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**C4445        ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION****C4450        OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS****C4460        TDY ASSIGNMENTS TO A SUBMARINE**

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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 Gov’t,
2. Institutions of higher education,
3. Indian tribal Gov’ts,
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. Notification of Change from TDY Station to PDS

1. Coordinate the employee's TDY assignment with the change in PDS notice.
2. Allow the employee time to return to the old PDS to arrange for residence sale, dependent(s) and/or HHG transportation, and to perform PCS travel to the new PDS to report for duty on the PCS effective date.

B. Per Diem Allowances

1. Payment of per diem stops on (i.e., is not paid on or after) the date the employee receives notice that the TDY station becomes the PDS.
2. Per diem is paid if the employee performs a TDY period at the new PDS before the transfer effective date, and the TDY period is terminated by a return to the old PDS at which the employee performs substantial duty. For example, notice is received on 1 September 2008, TDY is conducted from 4-6 September 2008, and the transfer effective date is 30 September 2008 (B-214966, 27 December 1984).

C. PCS Allowances. An employee whose TDY station becomes a new PDS is authorized PCS allowances provided the transfer is in the Gov't's interest. See par. C5070 for mandatory and discretionary allowances that may be authorized.

D. Old PDS

1. Return travel to Old PDS. Return travel to the old PDS from the TDY (new PDS) location when an employee is transferred in the Gov't's interest, may be authorized/approved at Gov't expense (B-169392, 28 October 1976) as indicated in pars. C4113-D1a and C4113-D1b.

a. Before the PCS effective Date

- (1) Return transportation to the old PDS under the TDY travel authorization/order, 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

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

b. After the PCS Effective Date

(1) Transportation under the PCS travel authorization/order to the old PDS, or reimbursement on a PCS MALT 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

(2) Transportation to the new PDS under the PCS travel authorization/order, or reimbursement on a PCS MALT 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. Per Diem at the Old PDS

a. Before the PCS Effective Date. 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.

b. After the PCS Effective Date. 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. Comptroller General and GSBGA 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 (<http://redbook.gao.gov/14/fl0066692.php>). 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 TDY period or periods at the new official station between the time the employee receives the transfer authorization/order and the authorization/order stated effective date if such TDY period or periods are terminated by a return to the old station on official business.
2. GSBGA 13686-RELO, 28 February 1997 (<http://www.gsbca.gsa.gov/relo/r136860.txt>). 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. GSBGA 15640-RELO, 13 June 2002 (<http://www.gsbca.gsa.gov/relo/r1564013.txt>). 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 (<http://redbook.gao.gov/17/fl0081691.php>). 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 (<http://redbook.gao.gov/17/fl0080137.php>).
  - 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.

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 (<http://redbook.gao.gov/16/fl0079622.php>). 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 (<http://redbook.gao.gov/15/fl0071711.php>). 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 December 30, 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 (<http://redbook.gao.gov/14/fl0065527.php>). 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) (<http://redbook.gao.gov/14/fl0066590.php>). 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 duration of the assignment, 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) (<http://redbook.gao.gov/12/fl0057075.php>). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by POC to retrieve stored HHG. The employee is authorized en route per diem and PCS MALT 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 (<http://archive.gao.gov/lglpdf64/151405.pdf>). 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 transfer effective date 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.

## **PART J: TEMPORARY DUTY (TDY) TRAVEL**

### **C4405 JUSTIFICATION**

1. TDY may be authorized/approved only when necessary ICW official DOD activities or Gov't business.
2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.
3. Procedures must be in place to evaluate TDY requests to ensure that the:
  - a. Purpose is essential official business;
  - b. Objective cannot be satisfactorily accomplished less expensively by correspondence or other appropriate means;
  - c. Duration is no longer than required; and
  - d. Number of persons assigned is held to the minimum.
4. TDY travel should not be authorized for secretaries, or clerical personnel when such services are available at the TDY site, unless essential for mission accomplishment.

### **C4410 WHAT CONSTITUTES TDY TRAVEL**

TDY travel includes the following:

1. An assignment away from the employee's PDS that is not so frequent or lengthy that the location is, in fact, the employee's PDS;
2. Participation in civil defense activities authorized under department/agency regulations;
3. Witness duty to testify or provide information on the Gov't's behalf or on matters of official DOD concern;
4. Attendance as a complainant at an administrative hearing when the complaint is related to the Federal reemployment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the Gov't's interests;
5. Training course attendance conducted or sponsored by Gov't agencies or approved under department/agency regulations IAW 5 USC §4101-4118;
6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;
7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to a Gov't employee);

8. Assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and
9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DOD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

#### **C4415 TDY ASSIGNMENT SELECTIONS**

Employee selection for a TDY assignment must be based on official necessity and qualifications of the individual to best perform the service required.

#### **C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**

A. Advance Notice. A TDY assignment to a DOD activities or other Gov't agency installation should be cleared in advance with the activity involved IAW department/agency regulations. When an assignment involves visits to activities in more than one command, commands in different departments, agencies or OCONUS commands, clearance must be obtained from the responsible command(s).

#### B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed ICW assignments to OCONUS areas.
2. Special instructions about foreign countries in a travel itinerary include:
  - a. Advance notification for submission of clearance requests before travel begins, and
  - b. Duty and travel restrictions for an employee who possesses highly sensitive information.
3. Security Clearance
  - a. All departmental security regulations must be followed while by an employee who is TDY.
  - b. An AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.
  - c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.
  - d. When pertinent, an employee's current security clearance must be stated in the travel authorization/order.
  - e. The AO must ensure the correctness of the security clearance designation.

C. Employee Requirements. The employee is responsible for carrying out the mission for which travel is undertaken. An employee who does not report to the TDY location, or who, upon arrival there, refuses to perform the mission or resigns, is financially liable to the Gov't for the TDY travel and transportation allowances paid by the Gov't.

D. Other Requirements. Departmental regulations require that Department of State (DoS) be notified when high-level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; 1 FAM 013.2b(a)(2) & (b); 2 FAM 043.1b).

#### **C4425 ITINERARY VARIATION**

A. Variation Authorized in the Travel Authorization/Order. A travel authorization/order may include authority for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,
2. Change the travel sequence of the named destinations,
3. Change the specified time for remaining at a named destination, and/or
4. Travel to additional destinations.

B. Variation *Not* Authorized in the Travel Authorization/Order

1. When a travel authorization/order does not contain authority for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate AO orally may authorize changes before the variance is made and later confirm it in writing.
2. *The authority for itinerary variation must not be substituted for inadequate advance preparation.*
3. *Variation authority does not grant a blanket travel authorization/order.*

#### **C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):
  - a. The duties to be performed are temporary in nature,
  - b. The assignment is for a reasonable time duration, and
  - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The “temporary” designation of an employee's duty station on a travel authorization/order is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).
5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-A), is payable for a long-term TDY assignment of more than 180 consecutive calendar days at one location.
6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. **180 Consecutive Day Time Limitation.** A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to an employee assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 or fewer consecutive days. ***NOTE: Issuing a TDY travel authorization/order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY travel authorization/order for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of 180 days when the initial travel authorization/order was issued.***

C. **TDY Periods in Excess of 180 Consecutive Days.** When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the AO (see APP I, Part 1, par. A) must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the AO as soon as practicable. This determination should be made before the travel authorization/order is issued. If the situation does not permit determination before travel authorization/order issuance, the travel authorization/order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the travel authorization/order as written (making sure the advice in par. C4430-E is contained in the remarks section of the TDY authorization/order), or
2. Direct the travel authorization/order be amended to:
  - a. Terminate the duty thereby returning the employee to the old station or assigning a new station,
  - b. Change the assignment from TDY to a PCS,  
  
***NOTE: If an employee is transferred by PCS travel authorization/order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the employee is notified of the transfer. See par. C4113.***
  - c. Fix the period at 180 or fewer days from the reporting date at the TDY station, or
  - d. Authorize a TCS (see par. C4430-E).

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

D. Temporary Change of Station (TCS) Instead of an Extended TDY. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. See Chapter 5, Part O.

E. Taxation of Reimbursable TDY Allowances

\*1. An AO must advise an employee of the potential federal, state, and local income tax liability if the TDY assignment (including training assignment) is at one location for more than a year.

\*2. *The IRS apparently considers a civilian employee's TDY assignment at one location for more than a year to be a permanent assignment and any reimbursement (especially per diem) is taxable income. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4715 for Income Tax Reimbursement Allowance (ITRA).*

3. The IRS Code, 26 USC §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply. See pars. C4560 and C4561-A. The rule applies if the scheduled TDY duration, measured from the date of the travel authorization/order directing the additional/extended duty including the time remaining on the original travel authorization/order, is more than 180 consecutive days.

**Example 1.** An employee's original TDY travel authorization/order is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

**Example 2.** An employee's original TDY authorization/order is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

***NOTE:*** *If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the 'long-term' TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.*

**C4435 TDY PRIOR TO REPORTING TO FIRST PDS**

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized additional transportation expenses and per diem while performing the assigned duties.

**C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE**

A. General. *Par. C4440 applies only if the need for the TDY is unknown to the employee prior to the employee's departure on leave.* If the TDY is known by the employee before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location.

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

C. TDY at Other than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the travel authorization/order is received, whichever applies), and the TDY location. See par. C2000-B. TDY allowances are payable at the TDY location.

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

- a. Leave address (or the place at which the travel authorization/order is received, whichever applies) to the TDY station (see par. C2000-B); and
- b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to a New PDS upon TDY Completion. An employee directed to proceed to a new PDS after TDY completion is authorized PCS travel and transportation allowances for travel performed from the:

- a. Old PDS to the leave address or to the place at which the travel authorization/order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- b. Leave address or place at which the travel authorization/order is received, as applicable, to the TDY station; and
- c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

**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](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.

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## PART N: RETURN TO PDS DURING TDY

### C4675 TRAVEL AUTHORIZATION/ORDER

\*A. Authorized Return. The AO must state in the travel authorization/order if a traveler is:

1. Required to return to the PDS on non-workdays at Gov't expense, or
2. Authorized to return to the PDS at Gov't expense during extended TDY.

\*B. Voluntary Return. Specific authority is not required in the travel authorization/order to allow a traveler to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

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

\*A. General. When the TDY assignment does not require a traveler to remain at the TDY site on non-workdays (including holidays), the AO may require an traveler to return to the PDS for non-workdays provided the conditions in C4676-B are met.

\*B. Required Return Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non-workdays:

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

### C4677 VOLUNTARY RETURN TO PDS

#### A. General

- \*1. A TDY traveler may voluntarily return to the PDS/place from which the traveler commutes daily to the PDS on non-workdays/workdays after the close of business.
- \*2. The maximum reimbursement allowable for round-trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location.
- \*3. The traveler must perform voluntary return travel during non-duty hours or authorized leave periods.

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

\*1. Example 1

<b>Example 1</b>		
<ul style="list-style-type: none"> <li>• The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.</li> <li>• See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.</li> <li>• For current per diem rates go to <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a>.</li> </ul>		
Lodging-Plus Per Diem Computation		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS
The traveler's daily TDY lodging cost was \$61, which, when added to the applicable M&IE rate of \$39 equals \$100 (does not exceed the TDY location \$109 maximum per diem rate).		
Actual Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
Sat 10/23	At PDS	0
Round-trip Transportation Cost		\$100.00
Sun 10/24	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
<b>Total Actual Cost</b>		<b>\$639.00</b>
Constructed Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	\$39 + \$61 =	\$100.00
Sat 10/23	\$39 + \$61 =	\$100.00
Sun 10/24	\$39 + \$61 =	\$100.00
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
<b>Total Constructed Cost</b>		<b>\$719.50</b>
In this example the traveler is due \$639.00 (actual cost) since it is less than the constructed cost (\$719.50).		

\*2. Example 2

<b>Example 2</b>		
<ul style="list-style-type: none"> <li>• The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.</li> <li>• See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.</li> <li>• For current per diem rates go to <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a>.</li> </ul>		
Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS
An traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$39 equals \$94 which does not exceed the TDY location \$109 maximum per diem rate.		
Constructed Cost:		
Applying the \$94 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$282 for Friday, Saturday and Sunday (\$94/day x 3 days = \$282).		
Actual Cost:		
Per diem for the return day to the PDS on Friday 75% x \$39 =		\$ 29.25
Cost of round-trip transportation =		\$180.00
Per diem for the travel day to the TDY location (75% x \$39) + \$55 =		<u>\$ 84.25</u>
<b>Total</b>		<b>\$293.50</b>
Since the actual cost of per diem and the transportation (\$293.50) for round trip travel to the PDS exceeds the constructed cost of per diem (\$282) the traveler would have been authorized if the traveler remained at the TDY location, the traveler is reimbursed \$282		
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of \$293.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.		
<b><i>NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.</i></b>		
If each traveler's per diem is taken into account, the maximum per diem payable would be \$564 (\$94/day/traveler x 3 days = \$282/traveler x 2 travelers).		
*If the round-trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round-trip mileage for the driver traveler and per diem for the passenger traveler equal to \$407).		
\$29.25 per diem for Friday + \$84.25 per diem for Sunday = \$113.50		
\$113.50/person (per diem for Friday and Sunday) x 2 people = \$227 per diem		
\$227 (per diem) + \$180 (transportation for 2 travelers) = \$407		
The driver receives \$293.50. The passenger receives \$113.50.		
There is a \$157 savings to the Gov't (\$564 - \$407).		

3. Example 3

<b>EXAMPLE 3</b>				
<b>(TDY Per Diem AND POC TDY Mileage Computation)</b>				
<ul style="list-style-type: none"> <li>• The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.</li> <li>• See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.</li> <li>• For current per diem rates go to <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a>.</li> </ul>				
<p>An traveler is assigned to a TDY location. The travel authorization/order does not require the traveler's daily return to headquarters. The traveler elects to travel by POC (personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours but less than 24 hours.</p>				
<p>The maximum TDY per diem rate is \$101 (\$62/ \$39) which is reimbursed for the round-trip between the TDY and PDS locations. The traveler's lodging cost is \$60 per day if the traveler remained at the TDY location.</p>				
<p>The traveler is due \$392.25(constructed cost) which is less than the actual cost.</p>				
<b>ITINERARY</b>				
Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles
Tue	10/16	0600	1830	75 miles
Wed	10/17	0600	1830	75 miles
Thu	10/18	0600	1830	75 miles
<b>REIMBURSEMENT</b>				
<b>PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED</b>				
Mon	10/15	75% x \$39 (par. C4553-D) =		\$29.25
Tue	10/16	75% x \$39 =		\$29.25
Wed	10/17	75% x \$39 =		\$29.25
Thurs	10/18	75% x \$39 =		\$29.25
Four round trips of 150 miles each = 600 miles @ \$0.585/mile =				\$351.00
<b>Per Diem &amp; POC TDY Mileage for Actual Travel Total =</b>				<b>\$468.00</b>
<b>GOV'T'S CONSTRUCTED COST</b>				
10/15	75% x \$39 = \$29.25 + \$60 =			\$89.25
10/16 to 10/17	\$39 + \$60 = \$99/day times 2 days =			\$198.00
10/18	75% x \$39 =			\$29.25
One round trip of 150 miles x \$0.585/mile =				\$87.75
<b>Per Diem &amp; POC TDY Mileage for Constructed Cost Total</b>				<b>\$404.25</b>

4. Example 4

<b>Example 4</b>		
<ul style="list-style-type: none"> <li>• <b>The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.</b></li> <li>• <b>See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.</b></li> <li>• <b>For current per diem rates go to <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a>.</b></li> </ul>		
<b>AEA Comparison</b>		
Sun	10/07	Arrive TDY location. AEA Authorized NTE \$90
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
<p>The maximum AEA payable at the traveler's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the traveler remained at the TDY location.</p> <p>If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the traveler would have received by staying at the TDY location, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.</p> <p>If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.</p>		

**C4678 RETURN TO PDS DURING EXTENDED TDY**

A. General

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

B. Cost Analysis

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

C. Authorized Return

1. Authorized return travel is intended for a traveler whose employment *requires frequent extended TDY* assignments away from the PDS.

2. A traveler on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the traveler commutes daily to the PDS) as frequently as every other weekend provided the return is:
  - a. Justified by the cost analysis required in par. C4678-B, and
  - b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.
3. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).
4. A statement that return travel is authorized must be included in the travel authorization/order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the traveler's regular duty hours or during authorized leave periods.
5. A traveler, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)).

6. Computation Examples

a. Example 1

**Example 1**

A traveler is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The traveler checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The traveler pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/ \$47), the traveler is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the traveler is being paid per diem that would have been paid (max \$122/ \$51) had the traveler remained in Location B.

The traveler's lodging tax in Location C each night is limited to \$14.64 per night (12% of the \$122).

The traveler is reimbursed up to \$29.28 for lodging tax while in Location C.

***The traveler is not authorized any TDY mileage for driving between Locations B and C.***

b. Example 2

**Example 2**

A traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the traveler is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$31 PMR based on the use of 1 or 2 Gov't meals daily.

The traveler drives to Location Z on Friday night and returns to Base Y Sunday night.

The traveler checks out of the Base Y quarters on Friday and stays in a Location Z hotel Friday and Saturday nights.

The traveler paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$113 (\$70/ \$43) the traveler is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Base Y.

The fact that the traveler was using Gov't quarters and 1 or 2 Gov't meals per day has no effect on the traveler's M&IE on days when not using those meals.

***The traveler is not authorized any TDY mileage for driving between Locations Y and Z.***

c. Example 3

**Example 3**

A traveler TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), at which the traveler is staying with a friend and incurring no lodging costs.

The traveler drives to Location F on Friday night and returns to Location E Sunday night.

The traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/ \$43), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Location E.

The fact that the traveler was staying with a friend has no effect on the traveler's per diem on days when not staying with the friend.

***The traveler is not authorized any TDY mileage for driving between Locations E and F.***

**C4679 LODGING RETAINED AT TDY LOCATION**

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

B. Lodging Retained at TDY Location during Authorized Return – ‘Lodgings-Plus’

1. When a traveler is authorized ‘Lodgings-Plus’ per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler’s convenience; and

b. The traveler’s efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler’s ability to secure a room upon return.

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

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem

1. When a traveler is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement for out-of-pocket expenses.

2. The amount allowed for lodging cost as a reimbursable expense may not be more than the amount the traveler would have received if the return trip to the PDS was not taken.

3. Example

<b>Example</b>
<ol style="list-style-type: none"><li>1. The traveler is on long term TDY renting an apartment at a cost of \$1,000/month.</li><li>2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100). <math>55\% \times \\$34 \text{ (M\&amp;IE)} = \\$18.70</math> <math>55\% \times \\$66 \text{ (Lodging)} = \\$36.30</math> Total = \$55 or 55% of \$100 = \$55</li><li>3. The traveler is reimbursed <math>\\$36.30/\text{day} \times 30 \text{ days} = \\$1,089</math> per 30-day month for lodging.</li><li>4. The travel authorization/order allowed the traveler a return trip home every 3 weeks.</li></ol>
<b>Scenario 1</b>
<ol style="list-style-type: none"><li>1. The traveler returned to the PDS once during the first month. The traveler is not paid for the 2 nights lodging spent at the PDS.</li><li>2. The traveler is authorized \$1,016.40 (28 days x \$36.30/day) for lodging for the first month.</li><li>3. Since the traveler is authorized \$16.40 more than actual lodging cost (\$1,016.40 vs. \$1,000), the traveler is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.</li></ol>
<b>Scenario 2</b>
<ol style="list-style-type: none"><li>1. The traveler returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the traveler is not paid lodging for 5 nights spent at the PDS.</li><li>2. The traveler is authorized 25 days x \$36.30/day = \$907.50 for lodging for the third month.</li><li>3. The traveler is out-of-pocket \$92.50 for lodging costs (\$1,000 vs. \$907.50).</li><li>4. The traveler would have been reimbursed \$181.50 (5 nights x \$36.50/night) for those 5 nights had the traveler not returned to the PDS.</li><li>5. The \$92.50 out-of-pocket cost is less than the amount the traveler would have been paid had the traveler not returned to the PDS (\$181.50).</li><li>6. At the AO's option, the traveler may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.</li></ol>

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**PART P: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS****\*C4715 ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER (FTR §301-11, Subparts E and F)**

\*A. Purpose. The purpose of the Income Tax Reimbursement Allowance (ITRA), under this Part, is to reimburse an employee for substantially all of the additional Federal, State and/or local *income taxes* incurred by the employee (and spouse, if filing jointly) because of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location. ITRA is not designed to reimburse the employee for the exact amount of the employee's tax liability.

\*B. Reimbursement. An employee who was TDY for an extended period at one location, and who incurred Federal, State, and/or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance IAW FTR, §301-11.501. See FTR, §301-11.535 or §301-11.635 for ITRA reimbursement calculation examples.

\*C. Reimbursement Limitations. The ITR allowance is limited to income taxes and does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). See GSBCA 15375-TRAV (4 December 2000), <http://www.gsbca.gsa.gov/travel/t1537504.txt>.

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## CHAPTER 5

### PERMANENT DUTY TRAVEL

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**C5065 COMPUTING POC TRAVEL REIMBURSEMENT**

A. General

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

B. Reimbursement Computation Example for One Automobile

<b>Reimbursement Computation for One Automobile</b>	
An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by the spouse and a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8). See par. C5060.	
*1. Automobile travel reimbursement is based on 2,826 miles x \$0.27/mile. See par. C2505-B. 2,826 miles x \$0.27/mile = \$763.02	* \$763.02
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). 8 days x \$109/day = \$872	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x .75 =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 =	\$325.00
6. Amount spent on tolls	+ 10.00
<b>7. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>*\$2,236.02</b>

C. Reimbursement Computation Example for Two Automobiles

<b>Reimbursement Computation for Two Automobiles</b>	
<p>An employee performs PCS travel from Location A, to Location B, using two automobiles.                      The official distance from Location A to Location B = 2,826 miles.                      *Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8). See par. C5060.</p>	
*1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles x \$0.27/mile. See par. C2505-B. 2,826 x \$0.27 =	*\$ 763.02
*2. Automobile travel reimbursement for the second automobile, driven by spouse is based on 2,826 miles x \$0.27/mile. See par. C2505-B. 2,826 x \$0.27=	*\$763.02
3. Allowable per diem for employee based on 8 day maximum is 8 days x \$109 (Standard CONUS per diem rate). 8 days x \$109/day = \$872	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x .75 =	487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 =	325.00
7. Amount spent on tolls	+ 10.00
<b>8. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>*\$2,998.54</b>

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

<b>Computation of the PCS MALT Allowance Rate for Two Separate Trips</b>	
<p>An employee performs PCS travel from Location A to Location B, by automobile.                      The spouse and two children did not accompany the employee as housing had not been arranged at Location B.                      Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.</p>	
*866 miles x \$0.27/mile (employee only) =	*\$233.82
*866 miles x \$0.27/mile (spouse and 2 children) =	*+ \$233.82
<b>Total PCS MALT payable for POC travel</b>	<b>*\$467.64</b>
<p>In addition to the PCS MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p><i>No per diem is payable on the employee's behalf for the employee's second trip.</i></p> <p>The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.</p> <p>The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents.</p> <p>*Per diem for dependents is computed in pars. C5125 and C5060.</p>	

<b>CONSIDERATIONS (FTR §302-7.14)</b>		
<b>Method</b>	<b>Advantages</b>	<b>Disadvantages</b>
Commuted Rate	1. The Gov't is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG.  2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Gov't cannot take advantage of special discounts offered.  2. An accurate cost estimate depends on weight estimate accuracy.  3. <i>Commuted rate method does not apply to intrastate moves</i> ; and  4. <i>Commuted rate method may not fully reimburse employee's out-of-pocket expenses.</i>
Actual Expense	1. The Gov't may take advantage of special discounts offered.	1. The Gov't is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses.  2. The Gov'ts cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Travel Regulation (DTR), DOD 4500.9-R, Part IV.

**C5165 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. **NOT USED**

C. **NOT USED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Gov't expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Gov't, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals;

jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.*** The net weight of such shipments is charged against the employee's weight allowance.

F. Mobile Home Allowances. See par. Ch 5, Part F.

G. HHG Transportation before a PCS Travel Authorization Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization/order is issued, but the PCS travel authorization/order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

\*H. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 2 years from the employee's report date at the new PDS under par. C1057, C5080-E, or C5750-C authority IAW Agency/Service regulations. See CBCA 524-RELO dated 21 March 2007 (<http://www.cbca.gsa.gov/2007Relo/s524-RELO.pdf>).

***\*NOTE: An employee's report date is the date the employee actually reports for work.***

\*1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

\*a. HHG transportation time limitation is 2 years from the employee's report date at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.***

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

\*b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

\* (1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

\* (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the employee's separation effective date.

\* (4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at Gov't expense cannot be authorized/approved except as noted in par. C5191.*

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

*Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

#### C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See NOTE 2 below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

***NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.***

***NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.***

## **C5175 EXCESS CHARGES**

### A. Policy

#### 1. Gov't's Financial Responsibility

- a. The Gov't must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.
- b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. (FTR §302-7.200)

#### 2. Employee's Financial Responsibility

- a. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.
- b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: Unknown;
2. Navy: See Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;
4. Department of Defense (DOD) Components: (See APP A for a list of DOD Components.) OSD/WHS/ Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

#### C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION/ORDER

##### A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Gov't's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the Gov't's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

##### B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

**Example.** An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Gov't expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Gov't expense incident to a PCS, separation, or dependent early return. See pars. C5115 and C5450.

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at Gov't expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C5450 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the Gov't even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the Gov'ts cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at Gov't expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the Gov't's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) *Gov't transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

- (1) HHG of an employee returning for separation may be transported at Gov't expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
- (2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. Similarly, reimbursement for

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

**SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))**

**C5360 TQSE(AE) OPTION**

A. General. TQSE(AE) is an actual expense allowance based on the:

1. \$109 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2007, or
2. PDS locality (not the lodging location) per diem rate  
<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA in Chapter 4, Part M may not be authorized/approved for TQSE(AE).*

**C5362 AUTHORITY**

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. The following factors must be considered before authorizing TQSE(AE). TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is made on a case-by-case basis.

**C5364 LIMITATIONS**

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.
2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):
  - a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

- (1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001 (<http://www.gsbca.gsa.gov/relo/r1545526.txt>), and GSBCA 16646 -RELO, 8 August 2005 (<http://www.gsbca.gsa.gov/relo/r1664608.txt>)). Also see par. C5354-B1c.

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B1 or C5354-B2 applies, from the date the HHG are delivered.

## C5366 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS travel authorization/order.

2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

a. Travel between the old and new PDS (actual travel time);

- b. Necessary official duties such as an intervening TDY assignment/military duty; or
  - c. Non-official necessary interruptions such as hospitalization, approved leave (sick but not annual), or other reasons beyond the employee's control that are acceptable to the AO.
3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:
- a. The absence period is excluded from the authorized time for temporary lodging occupancy;
  - b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
  - c. Eligibility continues for the balance of the authorized time, if necessary.
4. Temporary Lodging Occupancy Interrupted by Official Travel
- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
  - b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
  - c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).
- C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:
- 1. Employee or any dependent occupies permanent private sector housing, or
  - 2. Authorized time period expires,
- whichever occurs first.

**C5368 RECEIPTS AND SUPPORTING DOCUMENTATION**

A. Receipts and Supporting Statement

- 1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.
- 2. Receipts. Receipts are required for:
  - a. Lodging costs paid, showing location, dates, and by whom occupied;
  - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
- 3. Supporting Statement. The supporting statement must include:
  - a. The cost of each meal, for each day, by date, and where and by whom consumed;

- b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
- c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. For convenience, AOs may require claimants to use the suggested format, shown in Part H4 for claiming reimbursement and to record actual subsistence expenses.

### **C5370 PAYMENT**

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
  - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);
  - b. A reasonable amount; and
  - c. Substantiated.
3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid. See par. C5352-D4.
  - a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary quarters with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation including required receipts for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement. See par. C1310-A2.
  - b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary quarters without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement. See par. C1310-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;

4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), ***NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.***; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the ***official*** traveler may be reimbursed for additional ***lodging*** costs the host incurs in accommodating the traveler if the traveler ***can*** substantiate the costs and the AO determines the costs ***are*** reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** See GSBCA 16836-RELO, 5 June 2006. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.pdf>. A traveler, who lodges with ***a*** friend or relative, is authorized the old/new PDS M&IE rate, ***if otherwise eligible.***

***NOTE: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).***

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the "Claim for TQSE," illustrated in Part H4.

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). See par. C5358 for limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.
5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Mobile Home TQSE Reimbursement. TQSE may be paid for temporary use of a mobile dwelling at the old and/or new PDSs. See B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001. A mobile home that becomes/is/is to become the permanent residence at the PDS cannot also be used as a temporary residence.

1. Allowable Expenses. Mobile home lot or marina rental space for the mobile home; utilities connection and disconnection costs for electricity, fuel oil, natural gas, sewer, trash, and water service; and mandatory Gov't-assessed fees (i.e., local, state, or federal).

2. Computation Rules. Step 1: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. Step 2: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed \$300 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$200, utilities - \$60, and mandatory Gov't fees - \$40. The actual TQSE daily lodging cost is \$15 (\$300/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$300 (\$15/day x 20 days) for lodging during the authorized TQSE period.

b. Example 2. The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350, utilities - \$90, and mandatory Gov't fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

3. Reimbursement Limitation. The factors below may affect the employee's TQSE reimbursement involving mobile home use.

a. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1 when the mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary quarters) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary quarters expenses. If the employee's primary residence is/is to become the mobile home that is being used as a temporary residence, see par. C5750-B4 and do not pay TQSE.

b. TQSE may be authorized at the new PDS when the mobile home is the temporary residence while the employee is seeking a permanent residence other than the mobile home. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1. Mobile home transportation is limited to the geographic points listed in par. C5260.

## **C5372 COMPUTATION**

### **A. TQSE(AE) Calculation**

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30- or fewer-day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;

b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer day TQSE(AE) period; or

- c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 or fewer day TQSE(AE) period.

**Examples**

1. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.

***NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).***

2. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

***NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.***

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.

***NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.***

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:
- a. CONUS. **\$109**, Standard CONUS per diem rate (*effective 1 October 2007*).
  - b. OCONUS (non-foreign OCONUS and foreign areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
  - c. First 30 Days
    - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
    - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.
    - (3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.
    - (4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

***NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$109, \$81.75, \$81.75, and \$54.50, respectively, if the temporary lodging is occupied in CONUS.***

- d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:
  - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
  - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.
  - (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
  - (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

***NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$81.75, \$54.50, \$54.50, and \$43.60 respectively.***

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*) the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. *The total time period for which TQSE(AE) may be paid may never exceed 120 days.*

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$109) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when temporary lodging is located OCONUS. *AEA (Chapter 5, Part M) may not be authorized/approved for TQSE(AE).*

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$109 (Eff 1 October 2007)				
Employee or Unaccompanied Spouse	\$109	\$109	\$109 x 75%	\$81.75
Accompanying Spouse	\$109 x 75%	\$81.75	\$109 x 50%	\$54.50
Dependent 12 and older	\$109 x 75%	\$81.75	\$109 x 50%	\$54.50
Dependent under 12	\$109 x 50%	\$54.50	\$109 x 40%	\$43.60

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$109 times 5 days (\$545). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$545. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). ***NOTE: This is true for PCS or TCS travel.***

5. TQSE(AE) Example 4. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period. See B-247061, 6 May 1992.

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$109 (\$70/ \$39) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See GSBICA 16430-RELO, 13 October 2004.

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**PART M: HOUSE HUNTING TRIP (HHT) (FTR §302-5)**

**C5600 GENERAL (FTR §302-5.1-2)**

A HHT:

- \*1. The AO has the discretion to allow a HHT. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse.
5. May be authorized for an attendant or escort within this Part when Chapter 6, Part L or APP E, Part I, par. A21 apply (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>.

If the HHT is allowed, it should serve to lower the Gov't's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary quarters occupancy.

**C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)**

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);
3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

**C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)**

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location; or
3. Employee's children, GSBICA 16907-RELO, 14 August 2006, <http://www.gsbca.gsa.gov/relo/s1690714.pdf>

**C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE** (FTR §302–5.9)

*Separate HHT round trips by the employee and spouse may be allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.*

**C5608 WHEN A HHT MAY BEGIN** (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement; and
2. DOD component establishes, and informs the employee of, the reporting date to the new PDS.

***NOTE:*** *The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.*

**C5610 WHEN A HHT MUST BE COMPLETED** (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
  - a. On the day before the family begins relocation to the new PDS, or
  - b. The expiration of the maximum time for beginning allowable travel and transportation.

**C5612 HHT AUTHORIZATION** (FTR §302–5.5)

\*After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximums in the Part);
4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and
5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

**C5614 CONSIDERATIONS**

A. General. *The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov't, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is to be authorized, a HHT possibly may be avoided. It might be less costly to the Gov't, and more satisfactory to the employee, for the employee's dependents to remain at the former residence while the employee occupies temporary quarters at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DOD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

### **C5616 PROHIBITIONS**

A HHT is not authorized when the:

1. Employee is to be assigned to a Gov't/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
- \*3. Old and/or new PDS, are located in a foreign OCONUS area. See APP A.
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

### **C5618 TRIP DURATION (FTR §302-5.11-12)**

House-hunting trips, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. ***A funded HHT, including travel time, must not exceed 10 calendar days.***

### **C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)**

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.
2. If POC use is authorized (thereby making POC transportation 'in the Gov't's interest') the PCS mileage/MALT rate in par. C2505 applies.
3. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
4. The employee is authorized transportation expenses (including transportation between carrier terminals).

### **C5622 LOCAL TRANSPORTATION**

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, local transportation systems, SDDC-negotiated agreement rentals (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable PCS MALT rate in par. C2505 may be authorized.
2. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

**C5624 SUBSISTENCE**

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodgings-plus method as in par. C5624-B1.
2. A DOD component may, however, offer to pay a fixed amount for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer fixed amount reimbursement:
  - a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodgings-Plus' method) requires submission of a travel claim for review of the lodging expense amount validity, accuracy, and reasonableness. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.
  - b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. *A single 'generic' decision for all PCS moves is not authorized.*
  - c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-Plus' Computation Method. An appropriate per diem is authorized, as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

**NOTE:** *AEA in Chapter 4, Part M, may not be authorized/approved for a HHT.*

2. Fixed Amount. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:
  - a. The employee and spouse both travel (together or separately), multiply the applicable locality rate (listed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) by 6.25, or
  - b. If only one person (the employee or the spouse) travels, multiply the applicable locality rate (listed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) by 5.

3. Payment

- a. The fixed amount determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
- b. Any balance from the determined fixed amount not used by the employee for expenses:
  - (1) Belongs to the employee,
  - (2) Is not subject to being collected back, and
  - (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150 for lodging and \$51 for M&IE).
- b. The single occupancy lodging cost is \$130.
- c. The DOD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the 'Lodgings-Plus' option (par. C5624-B1).
- d. When the employee elects per diem under the 'Lodgings-Plus' computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the *single room rate*.

2. Example 1. The traveler elects a 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method. See par. C5624-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

<b>Employee's Per Diem</b>		
Travel day to Arlington:	$75\% \times \$51 = \$38.25$ plus \$130 (single lodging cost) =	\$ 168.25
8 days in the Arlington Area:	$\$51$ (M&IE) + \$130 (Lodging) = $\$181 \times 8$ days =	\$1,448.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
<b>Total Per Diem for Employee</b>		<b>\$1,654.50</b>
<b>Spouse's Per Diem</b>		
Using par. C5125-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
<b>Total Per Diem for Spouse</b>	$75\% \times \$1,654.50$ (employee's per diem) =	<b>\$1,240.88</b>
<b>Total Per Diem Payment</b>		
Employee's per diem		\$1,654.50
Spouse's per diem		+ \$1,240.88
<b>Total Per Diem for Employee and Spouse</b>		<b>\$2,895.38</b>

3. Example 2. The employee accepts a HHT with subsistence at the fixed amount. See par. C5624-B2a. *No lodging receipts are required.*

<b>Total Fixed Subsistence for the Employee and Spouse</b>	\$201 (locality rate) x 6.25 (fixed rate for employee and spouse) =	<b>\$1,256.25</b>
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4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<b><u>Situation A:</u></b>		
The employee elects the 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method (par. C5624-B1). Using par. C5125-C, the employee is authorized per diem for the spouse up to the maximum rate.		
The employee must provide lodging receipts.		
<b><i>NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</i></b>		
Travel day to Arlington:	\$38.25 (75% x \$51) + \$130 (Lodging) =	\$ 168.25
8 days in the Arlington area:	\$51+ \$130 = \$181 x 8 days =	\$1,448.00
Travel day back to the PDS:	75% x \$51=	+ \$ 38.25
<b>Total Per Diem for Spouse</b>		<b>\$1,654.50</b>
<b><u>Situation B:</u></b>		
The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. <b><i>No lodging receipts are required</i></b>		
<b>Total Fixed Subsistence for the Spouse</b>	\$201 x 5 (fixed rate for one person)=	<b>\$1,005.00</b>

5. Example 4. The employee elects a 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method. See par. C5624-B1. The employee and the spouse perform HHTs at different times. *The employee must provide lodging receipts.*

<b><u>Employee’s Per Diem</u></b>		
Travel day to Arlington:	75% x \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
5 days in the Arlington Area:	\$51 (M&IE) + \$130 (Lodging) = \$181 x 5 days =	\$ 905.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
<b>Total Per Diem for Employee</b>		<b>\$1,111.50</b>

<u>Spouse's Per Diem</u>		
Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	$75\% \times \$51 = \$38.25 + \$130$ (single lodging cost) =	\$ 168.25
4 days in the Arlington Area:	$\$130$ (Lodging) + $\$51$ (M&IE) = $\$181/\text{day} \times 4$ days =	\$ 724.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
<b>Total Per Diem for Employee</b>		<b>\$ 930.50</b>
<u>Total Per Diem Payment</u>		
Employee's per diem		<b>\$1,111.50</b>
Spouse's per diem		+ \$ 930.50
<b>Total Per Diem for Employee and Spouse</b>		<b>\$2,042.00</b>

**C5626 EXPENSE DOCUMENTATION**

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310.
2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts. See par. C1310.
3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

**C5628 STATUS WHILE ON HHT**

\*An employee is in a travel status (see APP A) while performing house-hunting travel during the authorized absence period.

**C5630 NO RETURN TO OLD PDS**

A house-hunting trip consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a house-hunting trip is authorized under the 'Lodging-Plus' method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the house-hunting trip. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). Under the circumstances in par. U5630 an employee is *not* in a duty status while house-hunting. See DOD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.

**C5632 HHT ADVANCE** (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the ‘Lodgings-Plus’ method is offered and elected.
2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the ‘Lodgings-Plus’ method in par. C5624-B1 for the location and duration of the HHT.
3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the ‘subsistence-related’ expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the ‘Lodgings-Plus’ method.
4. See also par. C1101-G for house-hunting travel and transportation advances.

**C5634 HHT ICW TQSE ALLOWANCE**

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a ‘Lodgings-Plus’ or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,
2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

B. TQSE(F). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(F)*. See par. C5392.

**PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE  
EXPENSE ALLOWANCES (FTR PART 302-11)**

**SECTION 1: GENERAL**

**C5750 GENERAL**

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

1. Sale of a residence,
2. Settlement of an unexpired lease involving:
  - a. The residence, or
  - b. A lot on which a mobile home used as a residence was located at the old PDS; and/or
3. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. C5750-B.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. A PCS is authorized/approved and, except as in par. C5750-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
3. The settlement dates for the sale (or lease termination) and purchase are within the time limitation in par. C5750-C (***NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.***);
4. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify). ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling in which the employee's dependents reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

C. Time Limit for Residence/Lease Termination Transactions

- \*1. Settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's transfer effective date. See APP A.

**Part P: Real Estate Transaction & Unexpired Lease Expense Alws/Section 1: General**

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2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
- \*3. The 2-year period begins on the employee's transfer effective date and ends on the second anniversary of that date. For example: If an employee's transfer effective date was 20 October 1998, settlement must occur no later than 20 October 2000.)
- \*4. The 2-year period may be extended for up to an additional 2 years by the commanding officer/designee of the funding activity. See par. C5750-C10 for extension limits.
5. The employee should submit a written time extension request to the appropriate authority within the initial 2-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS.
8. Costs for transactions completed after the 4-year period may not be reimbursed. See B-191018, 26 December 1978).
- \*9. The 2-year extension is effective for an employee whose transfer effective date (see APP A) is on or after 19 February 2002. For an employee with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.
10. *There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2-8 and 302-2.11 which has the force and effect of law. See B-245281, 20 February 1992; GSBGA 16889-RELO at <http://www.gsbca.gsa.gov/relo/r1688902.txt>; and GSBGA 16790-RELO at <http://www.gsbca.gsa.gov/relo/r1679013.txt>.*

**D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS**

1. Definitions. The following definitions apply for the purposes of par. C5750-D
  - a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
  - b. Foreign Area. See definition in APP A.
2. Applicability
  - a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
  - b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.

**CHAPTER 7****TRAVEL UNDER SPECIAL CIRCUMSTANCES****PART A: EMPLOYEE OR DEPENDENT DEATH**

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<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
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<b>C7005</b>	<b>RESPONSIBILITY</b>
<b>C7010</b>	<b>DEATH RELATED TO OFFICIAL DUTY PERFORMANCE</b>
<b>C7015</b>	<b>DEATH DURING AN ABSENCE FROM DUTY</b>
<b>C7020</b>	<b>PREPARATION OF EMPLOYEE REMAINS</b> A. Preparation of Remains B. Transportation of Remains C. Limitations
<b>C7025</b>	<b>PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT</b> A. General B. Reimbursement
<b>C7030</b>	<b>TRANSPORTATION OF EMPLOYEE REMAINS</b>
<b>C7035</b>	<b>TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT</b>
<b>C7040</b>	<b>TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG</b> A. While Performing Duties OCONUS B. While Stationed in CONUS
<b>C7045</b>	<b>BAGGAGE TRANSPORTATION</b>
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<b>C7055</b>	<b>PER DIEM TERMINATION</b>

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- C7700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**  
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C. Limitation  
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H. Repayment of FEML Transportation Costs  
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- C7750 R&R LEAVE TRAVEL**  
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D. Transportation  
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- C7751 IRAQ AND AFGHANISTAN**  
A. Authorized Transportation  
B. Authority  
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D. Retroactive Benefits and Gratuities

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**PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER**

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- C7800 GENERAL**

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. Authorized Transportation Mode. Air is the only authorized transportation mode (*except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost)*).

\*H. U.S.-certificated Air Carriers. U.S.-certificated air 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.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. Gov't-procured commercial transportation,
3. Gov't transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-FOREIGN OCONUS AREA.** The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

#### **OCONUS**

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**OFFICIAL STATION.** *See PERMANENT DUTY STATION.*

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** *See AO.*

**OVERSEAS.** *See OCONUS.*

**PER DIEM ALLOWANCE.** The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below*) and service charges where applicable for:

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

**NOTE 1: Per diem does not include transportation and other miscellaneous travel expenses.**

**NOTE 2: The maximum amount allowed for lodging in CONUS and in a non-foreign OCONUS area does not include an amount for lodging tax. Tax on lodging in CONUS and in a non-foreign OCONUS area is a separately reimbursable travel expense. The maximum amount allowed for lodging in a foreign OCONUS area includes an amount for lodging tax. Tax on lodging in a foreign OCONUS area is not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for rates.**

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.;**
- c. Clothing laundry, dry-cleaning, and/or pressing (**except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below**);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
- f. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- g. Tax and service charges on any of the expenses in items 2 through 3f.

**NOTE 3: The cost for clothing laundry, dry cleaning and pressing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for clothing laundry, dry cleaning and pressing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.**

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See *“TERRITORIES AND POSSESSIONS OF THE UNITED STATES”*.

**POST OF DUTY.** (*Also see PDS.*) An OCONUS PDS.

**PREMIUM-CLASS.** Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS**.

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Gov’t agency, nor is it rented or leased for use in carrying out official Gov’t business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC).** (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Gov’t conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Gov’t, is not a POC.***

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).** Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee’s dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (*see NOTE 3 below*).

***NOTE 1:*** *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

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

***NOTE 3:***

***a. CONUS.*** *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Gov't to transport POV(s) than to drive to the new PDS.*

***b. OCONUS.*** *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization.*

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

**\*PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E).** (*Also called PRO or PRO-Gear.*) Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). Examples include:

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

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

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

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RENEWAL AGREEMENT TRAVEL (RAT).** See **PERMANENT DUTY TRAVEL**. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

**RESERVE COMPONENT.** The:

- A. Army National Guard of the United States;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the United States;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

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

**SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,

C. Director, Administration & Management for:

1. Office of the Secretary of Defense,
2. Washington Headquarters Services,
3. Organization of the Joint Chiefs of Staff,
4. Uniformed Services University of the Health Sciences,
5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

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

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

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

**SEPARATE DEPARTMENT.** See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

**SEPARATION TRAVEL.** See *PERMANENT DUTY TRAVEL*.

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

**SHORT DISTANCE MOVE.** A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

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

Address \_\_\_\_\_

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

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

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

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

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

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

See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

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

You may arrange your transportation. The following rules apply:

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

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

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

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

**Effective 1 August 2008**

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

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

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

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

Applicable Per Diem Rates:

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

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

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

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

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

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

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

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