

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 518**

Alexandria, VA

1 December 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 December 2008 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 31-08; 74-08(E); 77-08(I); 88-08(I); 99-08(I); 102-08(I); 103-08(I); 104-08(I); 106-08(I); and 107-08(I).

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

This cover page replaces the Change 517 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 518:

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

C1054-B1; C1054-B2a; C2203-D, NOTE 1; C2302-D; C2308; C2400-D; C2401-C1b; C4555-D8; C4555-F; C4555-Example 1; C4555-Example 2; C4555-H; C5105-D; C5110-E; C5115-F; C5216-C3g(1); C7165-B2; APP I2, Item H7; APP I4, Item 13-o; APP A1, PER DIEM ALLOWANCE, item 3a; APP O, par. T4025-D, NOTE; APP O, par. T4030-C; APP O, par. T4040; APP O, par. T4040-E. Cross reference revisions due to information move to APP G.

C4566, Table 4, Footnote 1. Aligns par. C4566, Table (4), footnote (1) and par. U4183, Table (4), footnote 1.

C5000-B1; C5050-A2; and C5065-B. Limit PCS Monetary Allowance in Lieu of Transportation (MALT) reimbursement to one member/employee/operator when two or more members/employees travel together in one POC; each under a PCS order/authorization.

C5080-B5a; and C5715-A2. Updates references to reflect the move of information from Chapter 4 to Chapter 5.

C5110-B. Corrects JTR references.

C5849-A1. Corrects error.

C7100; and C7105. Clarifies that a Government employee traveling as an escort or attendant is paid TDY travel and transportation allowances in regulations of the funding organization.

U7700-C1c; U7700-C2; and C7700-G. Confirms FEML travel by an eligible employee or member and dependent(s) must be performed prior to the completion of the FEML tour per CBCA 1067-TRAV dated 26 June 2008.

APP A1, GOV'T MEAL RATE. Updates the meal rates for cadets and midshipmen on TDY.

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

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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PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

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

1. A DOD personal services contract employee (see 27 Comp. Gen. 695 (1948));
2. A DOD civilian official/employee and/or their dependents, ***NOTE: This includes a direct hire foreign citizen employed by DOD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreement with the local Gov't.***
3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. A civilian official and/or employee of another Federal Gov't department and/or agency who performs an official assignment for and at the expense of DOD;
5. A person who performs travel under a DOD ITA involving Gov't business (including foreign citizen indirect hires);
6. A National Guard technician employed pursuant to 32 USC §709;
7. A person employed intermittently as a consultant or expert and paid on a when actually-employed (WAE) basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't; and
8. A new appointee to the Senior Executive Service and certain Presidential appointees.

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

C. Restrictions. This Volume does not apply to:

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

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

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

C1002 IMPLEMENTATION

A. Allowance Regulations. Under DODD 5154.29, the provisions and subsequent amendments in this Volume are effective based on PDTATAC regulatory authority, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume.

B. Regulation Review Process. DODD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DOD components IAW par. C1001-A. A word document of the written material should be forwarded, via the Service/ Agency CAP representative found in the Introduction Feedback Reporting section to:

1. Email address: pdttatac@perdiem.osd.mil; or
2. Fax: (703) 325-2945; or
3. Mail to:

PDTATAC
ATTN: T&T Branch
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

C. Exclusion. The JTR provisions are not applicable to the organizations and personnel in par. C1001-C.

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

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

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

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the DSSR, Section 240 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at http://aoprals.state.gov/content.asp?content_id=248&menu_id=81.

B. Transfer. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Chapter 5, Part G but **not** the FTA allowance in par. C1004-C1 below (DSSR, Section

242.6 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81). An employee transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Chapter 5, Part H1 but *not* the HSTA in par. C1004-C3b below (DSSR, Section 252.6 at http://aoprals.state.gov/content.asp?content_id=248&menu_id=81). A transferring employee is eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

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

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

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

C1005 GAIN-SHARING PROGRAM

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

C1006 ADMINISTRATIVE PROCEDURES

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

C1007 COMPUTATION RULES

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

1. Use the actual amount without rounding when computing TDY mileage, MALT/PCS mileage, TQSE and per diem computation. AEA and PMR computations (PMR rates are pre-computed and are found in the per diem table at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) are rounded the next highest dollar with the provision in par. C1007-A2 in force.
2. AEA computation is rounded-up to the nearest dollar. For example, \$29.50 = \$30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for lodging and M&IE exceeds the maximum AEA M&IE locality rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging rate.*** For example, reduce \$70.50 to \$70 as shown in par. C4626, example 5.
3. PMR computation is rounded-up to the nearest dollar.

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

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate IAW par. C4620.

***C1010 REGISTERED TRAVELER (RT) PROGRAM MEMBERSHIP FEE**

- A. General. The Registered Traveler (RT) program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.
- B. Participation. Participation in this program is voluntary and is not required by the Gov't. Use of Gov't funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.
- C. Enrollment Fees. Enrollment fees in this program are ***not*** reimbursable. See APP G.

PART B: CONDITIONS/FACTORS

C1050 GENERAL

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

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Gov't expense may be directed only:

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

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

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

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

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

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

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

C. PCS

1. Authorization/Order. (FTR §§302-2.102, 2.103, 2.104) When Gov't-funded PCS is authorized:

- a. A written travel authorization/order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
- b. The DOD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written authorization/order has been received,

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

2. Reimbursement Provisions

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

- (1) Successive changes to these regulations governing PCS allowances, and
- (2) The extended period of time that an employee retains eligibility for certain allowances. See par. C1057.

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

D. Travel Official. An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

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

1. Gov't quarters,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under DOD jurisdiction.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at http://www.apd.army.mil/series_range_pubs.asp?range=60, DOD Instruction 1330.9, dated 7 December 2005 Under Secretary of Defense for Personnel and Readiness (USD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/pdf/133009p.pdf> and DOD 1330.17-R, dated 3 August 1990, Subject: Armed Services Commissary Regulations at <http://www.dtic.mil/whs/directives/corres/html/133017r.htm>, and at the local commander's discretion.

C1052 TRAVEL AND TRANSPORTATION FUNDING

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

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DOD 1400.25-M, Section SC630.7.4.3. Permanent Change of Duty Station (PCS), at <http://www.cpms.osd.mil/assets/39e67e3d4e574647b6e63d918606673d/m1400630.chg2.pdf>

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

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

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

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DOD Component. See par. C5005.

2. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105). Necessary transfer costs, between different DOD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DOD activity must endeavor to have a non-DOD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DOD. If a non-DOD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DOD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DOD component are funded IAW par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with a service agreement. An employee serving without a service agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DOD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (if the employee is eligible) and TQSE for an:

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

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

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.

D. RAT

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

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

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

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

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

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

E. Separation from OCONUS Employment

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

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

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

- a. Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and

b. After arrival at the destination is employed by another DOD component without a break in service,

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

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

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

C1053 IDENTIFICATION CARD

A. General. When an employee is authorized OCONUS TDY travel or PCS assignment, identification card issuance is provided in:

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

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

C1054 PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

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

B. No-Fee Passport

*1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green card). See APP G.

2. Travel Requirements

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

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

(1) Foreign country, or

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

C. Time Limitations

1. A passport is valid for specific period from date of issuance and requires renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

C1055 GOV'T QUARTERS USE/AVAILABILITY

A. Quarters Available. ***An employee may not be directed/required to use Gov't quarters, nor may lodging reimbursement simply be limited to the Gov't quarters cost (44 Comp. Gen. 626 (1965)).*** In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Gov't quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Gov't quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Gov't quarters cost. Reduced per diem rates can only be established before travel begins.***

B. Quarters Not Available. An employee is not required to check Gov't quarters availability in the following circumstances. Gov't quarters are not available:

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

2. When an AO determines Gov't quarters use would adversely affect mission performance ***NOTE: An employee in a Senior Level (SL) position, Scientific and Professional (ST) position and an SES employee (including individuals described under 5 USC §5703) determines personal quarters availability.;***

3. During en route travel periods; or

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

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the travel authorization/order as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

All travel, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the employee's transfer or appointment effective date, except that the 2-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the assignment duration to the PDS for which transportation and travel expenses are allowed;
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. Is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C5750-C. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Gov't as would a prudent person traveling at personal expense.
2. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by financial regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.
4. A traveler is advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program (***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' code as opposed to a 'GOV' or other code.***) provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Gov't. Not every program is available to each traveler.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par. C1060-B or C1060-C;
9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Gov't-funded business accommodations with arrival on the day the TDY starts.

A. Starting and Ending Travel

1. General

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

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

- d. A traveler should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there is a more reasonable schedule that meets mission requirements.
 - e. A prudent AO should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
 - f. Transportation should be arranged so that the traveler is scheduled to arrive the day before the TDY actually begins.
 - g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-C and C1060-D.
 - h. Require each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.
 - i. Carefully review requests for first-and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.
2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:

- a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

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

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

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

C. En Route Rest Stops

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

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

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

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

NOTE: *The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize/approve an en route rest stop. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-*

hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

3. En Route Rest Stop Prohibited. An en route rest stop at Gov't expense is prohibited when:
 - a. Travel is authorized by first- or business-class service.
 - b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.
 - c. A traveler takes leave at a stopover.
4. En Route Rest Stop Location. An en route rest stop:
 - a. May be authorized/approved at any intermediate point; and
 - b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
 - c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).
5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
6. Per Diem. The rest stop locality per diem rate applies.

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

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

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

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

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

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

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

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

C1065 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide TDY and PDT distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
3. Uses city to city distance (not zip code to zip code)

NOTE: Each DOD installation (CONUS and OCONUS) is supposed to be listed in the DTOD. DTOD should be informed if an installation cannot be located. All feedback should be directed through the DTOD website at <https://dtod.sddc.army.mil>.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,
5. Does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and
6. Website is found at <https://dtod.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined from aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when an employee and/or AO fails to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. C2203-A4 for exceptions when reimbursement is *not* allowed.

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

C1200 RETAINING PROMOTIONAL ITEMS

A. General

1. A traveler on official business traveling at Gov't expense on the funds of an agency (see definition in APP A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Gov't cost.
3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.)

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. *Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.*
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Gov't (59 Comp. Gen. 203 (1980)).

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

C1201 ADMINISTRATIVE INSTRUCTIONS

Except for the provisions of APP O, each Service may issue necessary administrative instructions for the judicious administration of the provisions contained in this regulation.

C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER and par. C1200 concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

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PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 TRAVEL CLAIM SUBMISSION

An employee should submit a travel voucher as specified in DODFMR, Volume 9, Travel Policy and Procedures except when official assignments (TDY, TCS or PCS) are funded by a non-DOD agency. See par. C1001-C4. *The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C1305 FALSIFIED TRAVEL CLAIMS

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

C1310 RECEIPT REQUIREMENT

A. General. A receipt is required for:

1. Any lodging expense regardless of amount, and
2. An individual expenditures of \$75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipt. If a receipt is impractical to obtain or it has been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the lodging facility's name and address, the dates the lodging was obtained, whether or not another shared the room (and the sharer's status as an official traveler or not), and the cost incurred.

C. Review and Administrative Approval. The travel-approving/directing official must determine whether or not the expenses claimed are reasonable. If expenses are:

1. Inflated, or
2. Higher than normal for similar services in the locality,

they must be disallowed.

NOTE 1: Each traveler must be advised to retain ALL receipts for tax or other purposes.

NOTE 2: Lodging receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in pars. C4550-A, C4560 and C4530-C.

C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use ICW turning in unused tickets.

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

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

2. Must immediately report a lost or stolen ticket to the issuing CTO;
3. Is financially responsible to purchase a replacement ticket;
4. Must not be reimbursed for the purchase of a replacement ticket until the Gov't has received a refund for the lost/stolen ticket.
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Gov't is repaid, reimbursement may be made for the second ticket, NTE the first ticket cost; and
6. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=0E3EB9E4BC75914185256B110055C4C1>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

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

NOTE 1: A traveler without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DOD Component procedures. See DOD 4900.9-R (DTR, Part I). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Gov't for the lost or stolen ticket cost, regardless of fault or negligence.

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

CHAPTER 1

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PART A: TRAVEL POLICY

C2000 GENERAL

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

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460. *See NOTE at the start of par. C1060.*
2. Premium (First and Business)-class Travel/Accommodations. (See APP A): See par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for Gov't-funded premium-class accommodations to be provided. See APP H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

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

a. Contract Air Service. Except as noted, use of discount airfares, offered by a contract air carrier between certain cities (city-pair airfares), is to the Gov't's advantage. These airfares should be used for official air travel between those cities. If a city-pair airfare is not available, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to a Gov't or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-16524&specialContentType=FTR&file=FTR/Chapter301p010.html#wp1203841>) and DOD Regulation 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf). ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Only a person senior to the traveler may authorize/approve premium-class accommodations for the traveler/dependents (DODD 4500.9-R, par. E3.1.4, Encl 3, 12 February 2005). See par. C2204-B2.

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

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

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

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

B. Service Responsibility. Each DOD Component must:

1. Authorize only travel necessary to accomplish the Gov't's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Gov't's needs are authorized.

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

1. The traveler must pay any excess travel/transportation cost; and
2. The constructed cost for each trip leg must be based on Gov't 'YCA' city-pair contract airfares, if available.

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

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

C2001 TRANSPORTATION MODE

A. General

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

NOTE: For any senior official designated by Secretary of Defense as a "required use" traveler on military aircraft, see DODD 4500.56, DOD Policy on Use of Gov't Aircraft and Air Travel, Enclosure 2.

2. Selecting the Transportation Mode to Be Used

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

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

c. Rail or Bus Service. Rail or bus service may be used when determined by the DOD component to be to the Gov't's advantage with cost, energy, and other factors considered and when compatible with the official travel requirements. The use of discount airfares offered to the Gov't by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Gov't-contract Rental or Gov't-furnished Automobiles. When it is determined an automobile is required for official travel, a Gov't-contract or Gov't-furnished automobile is used as follows.

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

b. Gov't-furnished Automobile. A Gov't-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Gov't-furnished automobile is unavailable, a Gov't-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Gov't-contract rental or a Gov't-furnished automobile should be authorized, the overall cost must include any administrative costs as well as any costs associated with picking up and returning the automobile.

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

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

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

1. Urgency and purpose of travel and ability of each transportation mode to provide necessary service to meet mission requirements;
2. Amount of accompanied baggage or working equipment necessary to accompany the traveler;
3. Savings in the traveler's productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;
6. Savings to the Gov't ICW a PCS authorization/order and dependent's transportation.

C. OCONUS Travel

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

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities ICW TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2210. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

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

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

c. Gov't or Gov't-procured air transportation should be used for travel to, from, and between OCONUS areas (See APP A, under "GOV'T-PROCURED TRANSPORTATION" and "GOV'T TRANSPORTATION" for appropriate definitions.).

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

e. See par. C2210-E for computing reimbursement when other than the authorized transportation mode or route is used.

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

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

2. Gov't Aircraft Use. Gov't aircraft may be used only for official purposes IAW 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by Gov't air or Gov't-procured air transportation unless medically inadvisable for an employee:

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

C2002 CITY-PAIR AIRFARE PROGRAM

See APP P. Regulations applicable to the Contract City-Pair Airfare Program are found in DOD Regulation 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at:
http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf.

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PART B: GOVERNMENT CONVEYANCE TRAVEL

C2050 GOV'T AUTOMOBILE

A. Requirements

1. When common carrier transportation use is not to the Gov't's advantage and an automobile is required for official travel, a Gov't furnished automobile must be used, when available.
2. Per diem for travel by Gov't automobile is computed as for PCS POC travel. See par. C5060-A.
3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Gov't-owned or contract rental vehicle.

B. Exceptions

1. Privately owned/special conveyances may be used when a Gov't-furnished automobile is unavailable or its use would interfere with official business.
2. If a Gov't-furnished vehicle is not available, a Gov't contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Gov't-furnished automobile.
2. Use of a Gov't automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.

C2051 GOV'T AIRCRAFT

A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft IAW the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel authorization.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC IAW the regulations of the separate DOD components.

C2053 USE OF AERO CLUB AIRCRAFT

The use of Aero Club-owned or Gov't loaned aircraft must not take precedence over ordinary Gov't conveyance use. Authorization for travel by Aero Club aircraft must be IAW the DOD component's administrative regulations. Reimbursement for expenses incurred is limited as provided in par. C1420-B.

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 PCS 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 being to the Gov't's advantage.

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

*** C2157 PRIVATELY OWNED CONVEYANCE TAX AND LICENSE FEE (B-214930, 1 October 1984))**

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

B. Traveler-paid Charges. If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and the licensing fee by the state in which temporarily assigned, POC tax and license fees imposed by state law and paid by the traveler are reimbursed if all of the following conditions are met:

1. POC use is authorized as being to the Gov't's advantage ICW a TDY assignment as in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC.

Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

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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.
2. Expenses
 - a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
 - b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. PCS-related Travel Policy. The use of a privately owned motorcycle is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel,
3. Separation travel, or
4. RAT

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/calendar day) are less than common carrier transportation.

B. TDY-related Travel Policy. TDY motorcycle travel reimbursement that is to the Gov't's advantage is paid at the appropriate TDY mileage rate in par. C2500.

C. Travel Time. Travel time is as provided in par. C5060.

D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C2198.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). ***Per diem and travel time are based on the air travel time.*** (59 Comp. Gen. 737 (1980)) The AO, IAW par. C2210-B and APP I3, par. E4a(5), must ensure a statement is on the travel authorization/order indicating that Gov't-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available Gov't-procured air transportation (plus appropriate per diem).

C2166 OCEAN-GOING CAR FERRIES

A. Authorized Allowances. A traveler authorized to travel by POC over a route that requires use of one or more car ferries is authorized the allowances in pars. C2166-B, C2166-C and C2166-D.

B. PCS MALT

1. PCS MALT (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;
2. If more than one car ferry is used, PCS MALT is payable for overland travel between ferries;

C. Transportation. The employee and each dependent is authorized:

1. Gov't-procured ferry transportation; or
2. Reimbursement for personal transportation costs on the car ferry (limited to the Gov't-procured ferry transportation cost);
3. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee and each dependent using the highest CONUS M&IE rate (see APP A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:
 - a. Standard CONUS per diem rate (see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl>) or par. C4550-F) if debarkation is in CONUS, and
 - b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or
 - c. Per diem rate for the en route location at which the employee/dependent obtains overnight lodging on that day while en route to the new OCONUS PDS.

NOTE 1: The percentages in par. C5125-A apply when computing a dependent's per diem.

NOTE 2: If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.

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

***NOTE:** See par. C2205-F3 for required documentation if U.S. registered ferries are not available.*

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE USE

NOTE: See Ch 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 Ch 4, Part L or Ch 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. **TDY 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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SECTION 4: POC USE FOR TDY TRAVEL

C2182 TDY 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't's 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 TDY 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 TDY 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 TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the TDY 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. TDY 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 st Stopover	\$115 (\$76/ \$39)	\$35	400
2 Jun	En Route	2 nd 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 st stopover lodging cost) =	\$64.25
Day 2	\$39 + \$39 (2 nd 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 TDY mileage – 1,500 miles x \$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 st Stopover	\$127 (\$88/ \$39)	\$60	400
2 Aug	En Route	2 nd Stopover	\$114 (\$75/ \$39)	\$50	400
3 Aug	En Route	TDY Station	\$127(\$88/ \$39)	\$65	50
4 Aug	TDY Station	3 rd Stopover	\$114 (\$75/ \$39)	\$50	400
5 Aug	En Route	4 th Stopover	\$127 (\$88/ \$39)	\$60	400
6 Aug	En Route	Residence	Use 4 th stopover MI&E		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST

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

Day 1	75% x \$39 + \$60 (1 st stopover MI&E rate and lodging cost) =		\$89.25
Day 2	\$39 + \$50 (2 nd stopover MI&E rate and lodging cost)		\$89.00
Day 3	\$39 + \$65 (Arrive TDY location =		\$104.00
Per Diem for Travel from Location A (residence) to Location B (TDY) = \$282.25			
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
Per Diem for Travel from Location B (TDY to Location A (residence) = \$248.25			
Transportation Cost	Round-trip TDY mileage – 1,700 miles x \$0.585 cents/mile =		\$994.50
	Round-trip tolls =		\$12.00
Actual Travel Cost by POC Total			\$1,516.00
COMMON CARRIER CONSTRUCTED COST			
(including per diem on travel days to and from Location B)			
Day 1	75% x \$39 + \$75 (lodging cost) =		\$104.25
Day 2	75% x \$39 =		\$29.25
Transportation Cost	1 round-trip air coach ticket (including federal tax paid by 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
Constructed Travel Cost by Common Carrier Total			\$1,603.50

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 (TDY 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 TDY 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.

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SECTION 1: TRAVEL AND TRANSPORTATION POLICY

C2200 TRAVEL/TRANSPORTATION POLICY

- A. General. It is Gov't policy that coach (less than first/business) class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.
- B. Travel Prudence. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business.*
- C. GSA City-pair Airfares. See APP P.
- D. Official Travel. Transportation procured and/or paid for by the Gov't may be used only for that portion of a trip properly chargeable to the Gov't. Any additional expense is the traveler's financial responsibility.
- E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
- F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.
- G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See par. C7455-H -H for the definition of "special needs". A traveler may voluntarily use/accept, and the Gov't may furnish, accommodations that do not meet minimum standards if the employee's or DOD Component's needs require use of these accommodations.
- H. Non-U.S.-certificated Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on non-U.S.-certificated aircraft/ships, except as specified in par. C2204-B or C2205-F.
- I. Dependents' Seating. Each dependent is authorized a seat.
- J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer accompanied baggage between airlines), then the traveler is not required to use the non-interlining airline, even if less expensive.

NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act.

NOTE 2: In the absence of 'interlining', the traveler usually must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

- A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DOD Component concerned. All adjustments ICW official passenger transportation must be promptly processed to prevent loss to the Gov't. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused

passenger transportation must be turned into the local CTO/TMC. A traveler's failure to follow these procedures may subject the traveler to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Gov't and not to the traveler. A traveler, on receipt of such a payment, is required to turn the payment into the CTO/TMC for proper disposition. In contrast, an employee who voluntarily gives up a seat on an overbooked plane may retain the payment (as distinguished from the penalty payment for failure of the carrier to furnish the Gov't traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's financial responsibility. If giving up a seat impinges on official duty performance, the employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee must be charged annual leave for the additional working hours (59 Comp. Gen. 203 (1980)).

C2202 RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT

When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the transportation officer to place an endorsement on a copy of the employee's travel authorization/order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov't expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

SECTION 2: ARRANGING OFFICIAL TRAVEL

C2203 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy. It is DOD *mandatory policy* that an employee uses an available CTO/TMC to arrange official travel, including transportation and rental cars. *A command must not permit a CTO/TMC to issue premium-class tickets purchased at Gov't expense to a traveler without prior proper authorization.*
2. Service Regulations. See DOD component regulations for CTO/TMC use information.
3. Failure to Follow Regulations
 - a. A commands/unit is expected to take appropriate disciplinary action when an employee and/or an AO fails to follow the regulations concerning CTO/TMC use. See par. C1070.
 - b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is *not* allowed.
4. Reimbursement Not Allowed. *Reimbursement is not allowed when the traveler does not follow the regulations for non-U.S.-certificated carriers. See par. C2200-H.*

B. Requirements

1. When making travel arrangements, a traveler should use the following:
 - a. A CTO/TMC (see APP A), or
 - b. In-house travel offices,
2. All travel arrangements must be made IAW:
 - a. DOD Directive 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>
 - b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
 - c. Service regulations that supplement the DODD and the DODI.

C. Non-U.S.-certificated Aircraft or Ship Transportation. Transportation on non-U.S.-certificated aircraft or ships must *not* be authorized/approved unless the conditions in par. C2204-C are met.

D. Transportation Reimbursement

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

**NOTE 1: The cost paid by the Gov't for Gov't/Gov't-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by an employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the Gov't/Gov't-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Gov't/Gov't procured transportation.*

NOTE 2: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the CTO before the final ticketing. An electronic DTS generated authorization/order, available on line for viewing or reproducing, suffices to meet this requirement and precludes the necessity of the authorization/order being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel authorization/order is issued; however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO as soon as possible.

SECTION 3: COMMERCIAL AIR TRANSPORTATION

C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO/TMC is mandatory.*** See par. C2210-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Gov't or Gov't-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. Gov't policy is that:

- a. A traveler must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.
- b. Each commands and traveler should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
- c. First-class airline accommodations may be used at Gov't expense only as permitted in par. C2204-B3.
- d. Business-class accommodations may be used at Gov't expense only as permitted in par. C2204-B4.
- e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.
- f. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

NOTE 1: A COMMAND MUST NOT PERMIT A CTO/TMC TO ISSUE A TRAVELER ANY PREMIUM-CLASS TICKET WITHOUT PRIOR PROPER AUTHORIZATION.

NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the travel authorization/order (see par. C2000-A2a) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). See APP I, Part 2, par. C and APP A, BLANKET TRAVEL AUTHORIZATION for an exception concerning Blanket Travel Authorizations that requires individual amendments for each trip requiring premium-class transportation to be provided.

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

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a traveler if any par. C2204-A3 criteria are met. DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for a DOD traveler.

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

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

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

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. **Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2b.

c. Premium Class Approval Authorities.

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

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: **NOTE: See APP H, Part II, Section C, for a first-class decision support tool.**

a. Lower Class Airline Accommodations Are Not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When par. C2204-B3 is used to justify premium-class accommodations, the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/ reporting time in these cases is not mission critical.

b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

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

(2) A agent of a protective detail accompanying an individual authorized to use first-class accommodations.

- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.
- d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign Gov't's traveling to the United States to consult with members of the Federal Gov't. For DOD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.
- e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.
- f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html). One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.
- g. Congressional travel. Travel of a DOD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). See Ch 7, Part I.
4. **Business-class Accommodations Use.** *(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. See APP H, Part III, Section B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:
- a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When "space is not available in coach-class" is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization/order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization/order on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.
- b. See par. C2000-A2c for Medical Reasons.
- c. Exceptional Security Circumstances Require Such Travel. Examples are:
- (1) A traveler whose use of other than business-class accommodations would entail danger to the traveler's life or Gov't property.
 - (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

- (3) Couriers and control officers accompanying controlled pouches or packages.
- d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign Gov't's traveling to the United States to consult with members of the Federal Gov't. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.
- e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.
- f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html. The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.
- g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved IAW the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.
- h. Business-class Accommodations Use Would Result in an Overall Savings to the Gov't Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization/order.
- i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See NOTE 2 below.

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

NOTE 2: *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization/order IAW par. APP I, Part 4, par. A2, item 16 (c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

NOTE 3:

- (1) *The traveler is not eligible for business-class airline accommodations at Gov't expense if:*
- (a) *A ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,*
- (b) *A Rest stop en route is authorized, or*

- (c) *An overnight rest period occurs at the TDY location before beginning work.*
- (2) *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*
- (3) *On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*
- (4) *When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.*
- j. Congressional Travel. Travel of a DOD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). See Ch 7, Part I.
- k. Required by Foreign Gov't Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign Gov't if required by the foreign country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. Gov't's interest.
5. Documentation Requirements. See APP H for document requirements/procedures.
- a. Travel Authorizations. See par. C2000-A2a.
- b. Travel Certification. A traveler must certify on the travel authorization/order, or by attachment to the travel authorization/order the reason(s) for the use of premium-class airline accommodations. *Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.* Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization/order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization/order. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

NOTE 1: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated flag air carrier may be authorized or approved (GSBCA 16632-RELO, 15 July 2005)).

NOTE 2: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employees, or their dependents. Uniformed Service members, DOD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. C2204 (FTR §301-10.135).

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. Gov't funds the air travel (49 USC §40118 and B-138942, 31 March 1981).

Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

- a. The carrier performs the required commercial air transportation, and
- b. The service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,
 - (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
 - (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
 - (4) The only U.S.-certificated air carrier service available between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (a brief non-work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629 (1977)).

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

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

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Gov't and another country's Gov't are parties, and which the Department of Transportation has determined meets the 'Fly America' Act requirements.
- b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.
- c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Non-U.S.-certificated air carrier service would be three or fewer hours, and U.S.-certificated air carrier use would at least double en route travel time.
- e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign Gov't (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) Extend travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

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

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

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

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

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

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial non-U.S.-certificated air transportation may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization/order and/or Gov't travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S.-certificated/registered ship (s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

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

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

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

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

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

<u>Schedule I</u>				<u>Schedule II</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non-U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non-U.S.	Depart:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule III</u>				<u>Schedule IV</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non-U.S.	Depart:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

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

D. Carrying Dangerous Weapons Aboard a Commercial Aircraft. When compatible with the mission, any person in DOD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

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SECTION 4: COMMERCIAL SHIP TRANSPORTATION

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. See par. C2000-A2b. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

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

1. Completed only by ship.
2. Performed more economically/efficiently by ship.

NOTE: See par. C2000-A2c for medical reasons.

C. Ship Accommodations. A traveler authorized to travel by ship at Gov't expense must use the least costly room accommodations. More costly ship accommodations at Gov't expense must be authorized/approved IAW par. C2205-D. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

D. Authorization/Approval for more Costly Ship Accommodations Use at Gov't Expense. **NOTE:** See par. C2000-A2b.

1. Authorization/Approval. More costly accommodations use, under the circumstances in par. C2205-E, may be authorized/approved IAW par. C2204-B2.
2. Requirements. See par. C2000-A2a.

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

1. Less costly accommodations are not available.
2. See par. C2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of less costly accommodations would entail danger to the traveler's life or Gov't property.
 - b. Protective detail agent accompanying an individual authorized to use more costly accommodations.
 - c. A courier and/or control officer accompanying controlled a pouch or package and adequate lower cost accommodations are not available.

F. U.S. Registry Ship Use

1. General. U.S. Registry ships must be used except as provided in pars. C2205-F2 and C2205-F3 (46 USC §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a non-U.S registry ship (B-190575, 1 May 1978).

2. U.S. Registry Ship Use Impracticable. When using a U.S. registry ship would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 explaining why a U.S. registry ship is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization/order endorsements are acceptable.

3. U.S. Registry Ship Unavailable. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 is used explaining why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization/order endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. registry ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

SECTION 5: TRAIN ACCOMMODATIONS

C2208 TRAIN ACCOMMODATIONS

A. Policy. The Gov't purchases and furnishes to an official traveler, who travels by train, reserved coach-class accommodations except as noted in par. U2208. When adequate reserved coach-class accommodations are available, an AO must require that those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

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

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

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

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

C. AO Approval. The AO can approve the following:

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

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Gov't or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Gov't. No further agency approval is needed. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel. "Coach" class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Gov't or is required for security reasons. The lowest service class available is advantageous to the Gov't and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel authorizations. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

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

1. Authorization/Approval. See par. C2000-A2b.

2. Requirements. See par. C2000-A2a.

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

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

2. See par. C2000-A2c for medical reasons.

3. There are exceptional security requirements. Examples are:

a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Gov't property.

b. Agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations.

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

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

PART 6: COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

C2210 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

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

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

1. General

a. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may:

- (1) Use a GTCC,
- (2) Pay cash, or
- (3) Be issued a transportation request IAW the provisions in pars. C2210-A2 and C2210-A3.

b. GTCC or cash payment is ordinarily made for transportation when the amount involved is \$10 or less.

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

3. Reimbursement (FTR, §301-72.204)

a. Reimbursement is authorized for the GTCC (or cash) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher.

b. The traveler must be prepared to document the date, carrier name, accommodations used, travel origin(s) and destination(s), and the transportation cost and Federal tax paid if required by finance regulations.

c. A traveler who has procured passenger transportation services with a GTCC or cash (whether using personal funds or a travel advance) must, IAW finance regulations, assign to the Gov't any right to recover any excess payment involving a carrier's use of improper rates.

B. Transportation Request (GTR) Not Available (FTR §301-51.100). See par. C2253.

C. GTR is Available but Not Used and the Transportation Cost Exceeds \$100 (FTR, §301-72.201, and §301-72.203). When a GTR is available but not used:

1. Due to conditions beyond the traveler's control, reimbursement is authorized for the actual authorized transportation and accommodations cost.

2. And commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized NTE the Gov't's cost for authorized transportation and accommodations had Gov't-procured transportation and accommodations been arranged or a GTR been used.

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

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

E. Statement of Necessity Requirement. It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.

SECTION 7: REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE

C2215 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE

A. General. Par. C2206 applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructed cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in par. U2206.

B. Gov't and Gov't-procured Air Transportation Available. When Gov't/Gov't-procured air transportation use is required under pars. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Gov't/Gov't-procured air transportation. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (see APP A) (with the exception noted in par. C2204-B1f). City-pair airfare transportation is presumed available if there is 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.

NOTE: Gov't and Gov't-procured air transportation are not available when:

- 1. An AO determines that Gov't and/or Gov't-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;*
- 2. Gov't and/or Gov't-procured air transportation use would involve circuitous travel or undue inconvenience; or*
- 3. Travel via aircraft is inadvisable medically.*

The lower-priced transportation mode is the reimbursement limit if appropriate Gov't transportation and Gov't-procured transportation are both available. If only Gov't-procured transportation is available, its cost is the reimbursement limit.

C. Gov't and Gov't-procured Air Transportation Not Available. When Gov't and Gov't-procured air transportation are not available, or Gov't air transportation is not available, reimbursement for the transportation used must not exceed the policy-constructed airfare (see APP A) available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive first-class passenger accommodations on a commercial ship.

D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships. *There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated/registry carrier (or ship) service is used. If U.S.-certificated/registry carrier or ship service is available for an entire trip and the traveler uses a non-U.S.-certificated/registry carrier or ship for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated/registry carrier or ship is not payable (FTR §301-10.143).*

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Gov't would have paid for the authorized transportation mode and route. The traveler is paid whichever is less. The authorized transportation mode means the transportation mode that would have been furnished IAW this Volume. Constructed reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, must not exceed the amount that would have

been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Gov't-offered Air Transportation Cost. Dependent travel reimbursement is subject to the limitation on the travel authorization/order, if any, under par. C2001-D1.

PART F: TRANSPORTATION REQUESTS

C2250 GENERAL

Passenger transportation services by common carrier may be procured through the use of U.S. Gov't Transportation Request (GTR) (Standard Form 1169). GTRs are issued IAW appropriate transportation regulations. GTRs are orders executed by an officially designated transportation officer or by travelers designated as acting transportation officer on common carriers for transportation expenses chargeable to the Gov't.

C2251 WHEN GTR'S MAY NOT BE USED

GTRs may not be used in the following instances.

1. Personal transportation services or privileges that increase or exceed the cost of those authorized when the travel is by a circuitous route for personal convenience. The traveler may not use GTR to procure transportation accommodations for the circuitous travel. However, a common carrier ticket procured by GTR for travel at Gov't expense may be reissued for a common carrier ticket to travel by a circuitous route for personal reasons. In these instances, any additional charges, including the applicable share of the Federal transportation tax, incurred as a result of the reissued ticket for personal convenience is the personal financial responsibility of the traveler. Additionally, when accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, is the traveler's personal financial responsibility.
2. Individually procured taxicab, airport limousine, intra-city transit, rental automobiles, or other for-hire automobile services.
3. Payment of toll road or toll bridge charges.
4. Passenger transportation services costing \$10 or less, excluding Federal transportation tax, unless justified by special circumstances.

C2253 WHEN GTR'S NOT AVAILABLE

In an emergency, when GTRs are not available, the traveler may pay for the transportation and file a claim for reimbursement, or may telegraph or telephone an administrative official who directs travel to request a GTR be issued to cover the trip. The GTR is deposited by the administrative official with the carrier's agent at the point of issue. Such agent is asked to telegraph the agent from whom the ticket is to be obtained that a GTR to cover the travel has been received. The latter agent must then furnish the ticket to the traveler.

C2254 ACTING TRANSPORTATION OFFICER

When official determination is made it is desirable for the traveler to issue GTRs for TDY travel, the travel authorization must designate the traveler as acting transportation officer. The number of employees so designated is held to a minimum, consistent with absolute necessity. For the additional requirements incident to such designation, see the regulations of the separate departments.

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PART G: BAGGAGE ALLOWANCE

C2300 FREE CHECKABLE ACCOMPANIED BAGGAGE

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

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

C. Commercial Aircraft

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

2. OCONUS Travel. Free accompanied baggage allowances for travel to, from, or between OCONUS points vary.

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

1. Checked Accompanied Baggage

- a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.
- b. Each piece must not exceed 62 linear inches (L + W + H).
- c. An oversized bag such as duffel bag, sea bag, or B-4 bag may be substituted for one checked piece.
- d. Single items exceeding 70 pounds and/or 62 linear inches are counted as two pieces and, therefore, full-fill the allowance for a passenger.
- e. *Items exceeding 100 pounds may not be accepted.*

2. Carry-on Accompanied Baggage

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

NOTE: For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website: <http://www.e-publishing.af.mil/shared/media/epubs/AMCI24-101V15.pdf>.

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

C2302 EXCESS ACCOMPANIED BAGGAGE

A. General. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. Excess accompanied baggage charges are allowed only when authorized/approved. See APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations are:

1. Does not include pets (see par. C5410-D); and
2. Travelers who purchase their own airline tickets to accommodate circuitous or personal convenience travel in conjunction with official travel are not authorized reimbursement for excess baggage costs that would not be incurred if Gov't-procured airline tickets were available and used. See par. C1058.

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

1. Family size; or
2. A traveler with a disability/special needs (i.e., ambulatory or respiratory aids); or
3. Professional article(s)/materiel required for the performance of official duties at the TDY/next PDS location.

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

*D. Baggage Reimbursement. See APP G regarding excess accompanied baggage for official TDY travel and item 32 for accompanied baggage on PCS/TCS moves. For travelers with a disability or special needs, refer to APP G for baggage handling fees or tips reimbursement.

C2303 PUBLIC PROPERTY

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

C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

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

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

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

D. UB. The weight of any UB transported by any mode, at Gov't expense, is part of the HHG weight allowance when permanent duty travel is involved.

C2305 RENEWAL AGREEMENT TRAVEL (RAT)

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

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

A. UB Shipment. A dependent student (of a civilian employee in a foreign area), who is performing authorized travel at Gov't expense to/from a school, is authorized a UB (see the definition in APP A) shipment of 350 pounds net weight. See par. C5160-B. Transportation must be made by the least costly transportation mode that meets the dependent student's needs.

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

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

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

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

***C2308 BAGGAGE TRANSFER, STORAGE, CHECKING, AND HANDLING**

See APP G for reimbursement of charges for baggage transferring, storing, checking, and handling.

C2309 UB ICW EXTENDED TDY ASSIGNMENTS

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

C2310 UB OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE

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

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

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

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

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

C2400 GENERAL

A. Authority. DOD component-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Chapter 2.

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

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;
2. Within a local commuting area of the PDS/TDY station, (***NOTE: A local area boundary is determined by the AO/local Service/Defense Agency in a written directive.***); or
3. Separate cities, towns, or installations adjacent to or close to each other, between which the commuting public travels during normal business hours on a daily basis.

If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commanders/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel authorization/order, in the performance of official business.
2. These officials also are responsible for:
 - a. Furnishing public carrier tokens/tickets, when appropriate; and
 - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

*D. Miscellaneous Expense Reimbursement. See APP G.

C2401 PDS AREA TRAVEL

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

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point,

during official duty.

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

1. Local public transportation (when tokens, tickets or cash fares are not furnished);
2. Taxicab fares plus transportation-related tips; and
3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (see par. C2500) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

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

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

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

a. See par. C2192 for travel to and from a transportation terminal.

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

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

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

1. TDY mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular place of work;
2. Actual cost of necessary POC parking; and
3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

E. Examples

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

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

distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

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

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

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

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

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

C2402 TRAVEL AT THE TDY LOCATION

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

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

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

1. Daily round trips between lodging and place of duty; and
2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

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

1. Local public transportation fares;

2. Taxicab fares plus transportation-related tips (*when to the Gov't's advantage*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when to the Gov't's advantage*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. C2401-C.

C2403 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

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

1. Officially authorized to work outside of the traveler's regular working hours; and
2. Dependent on public transportation for travel; and,
3. Traveling during hours of infrequently scheduled public transportation or darkness.

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

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

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

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

See Ch 1, Part E.

PART I: MILEAGE & PCS MALT 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. PCS MALT 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 $84 \text{ km} \times .62 \text{ miles/km} = 52 \text{ miles}$.

PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

C2600 GENERAL

Army, Navy, Air Force, and Marine Corps civilian employees are to be reimbursed for that portion of their monthly parking expenses in excess of \$25 but not to exceed \$200. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where they are assigned to duty:

1. As a recruiter for any of the armed forces;
2. At an armed forces military entrance processing facility; or
3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

Example. Monthly parking expenses of \$135.00 would warrant reimbursement of \$110.00 ($\$135 - \$25 = \110) while monthly parking expenses of \$320.00 would warrant reimbursement of \$200.00 ($\$325 - \$25 = \295 but NTE \$200.00). *Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.*

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PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATE

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

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the reservation, station or other established area front gate location. Refer to the U.S. Census Bureau website <http://quickfacts.census.gov/cgi-bin/qfd/lookup> which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. For the current Standard CONUS per diem rate, see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3.

B. Responsibility for Authorizing/Approving a Rate. Each DOD Component head, or a designee, is responsible to ensure per diem for a traveler is sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid an excessive authorized/approved amount (beyond the amount needed), consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Gov't-furnished lodging availability, such as Gov't quarters, or other lodging procured for the employee using a purchase order. See par. C4552-H.

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

allowance prescribed in this Part.

D. Offices Designated to Authorize Increased Per Diem

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

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

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

2. Designated Offices

a. Army: An Army Command Commander, an Army Service Component Command Commander, a Direct Reporting Unit Commander/Superintendent, and the Administrative Assistant to the Secretary of the Army (AASA). For this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staffs and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the AASA's purview. This authority may be re-delegated at the commander's/agency head's discretion. In addition, a command may submit a request for an employee attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

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

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

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

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

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

2. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

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

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

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2007, the Standard CONUS per diem rate is:

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

C4551 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/agency channels and (2) via the applicable department/office listed below:

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

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

B. Final Submission Process. The Service/agency determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

<u>CONUS Locations</u>	<u>Non-Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p>General Services Administration Office of Gov'twide Policy ATTN: Travel Mgmt Division (MTT) 1800 F Street NW, #G-219 Washington, DC 20405-0001</p>	<p>Per Diem, Travel and Transportation Allowance Committee (PDTATAC) ATTN: E&S Branch Hoffman Building 1, Room 836 2461 Eisenhower Avenue Alexandria, VA 22331-1300</p>	<p>Department of State Director of Allowances State Annex 29, Room 262 Washington, DC 20522-2902</p>

C4552 GENERAL RULES REGARDING PER DIEM

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

of abode, office, or other authorized point at the TDY assignment conclusion.

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (see definition, APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967).

Example. An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

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

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

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

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

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

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the Gov't for the employee's lodging, meals, and

incidental expenses may not exceed the applicable per diem rate authorized in Ch 4, Part L. See par. C4525 for a training course exception. For AEA information, see Ch 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

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

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

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

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

C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

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

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

1. A fixed per diem rate is authorized for the TDY or training assignment under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there are no commercial establishments that prepare and serve meals;
8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of a military unit while on field duty;
9. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or

10. An AEA has been authorized for the TDY assignment under par. C4600.

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

B. Maximum Per Diem Rate

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

2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Allowance Elements

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

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

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. See par. C4557 for reduced incidental expense allowance when Gov't quarters are available on an OCONUS Gov't installation. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

NOTE: 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 separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.

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

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

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within

one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, the highest M&IE rate prescribed for any of the TDY locations is used. See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate. See par. C5120-C, Example 1.

NOTE: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).

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

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

a. Day Travel Begins

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

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

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

b. Full Calendar Travel Days

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

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

c. Returning from Travel

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

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the

traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day (for a student dependent the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

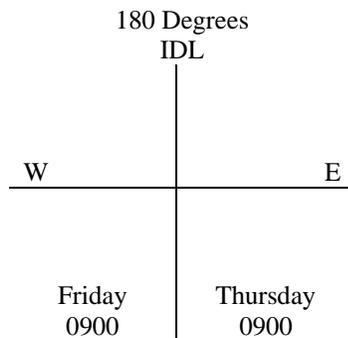
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required.. See par. C4553-D2e. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

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

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route stopover (i.e., a location at which the traveler remained overnight) site.

d. Departure Day and Return Day to PDS. The applicable M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. *If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.*

E. Computing Per Diem when Crossing the International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to per diem payment under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>,
- (2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Gov't mess, or
- (3) PMR on any day when at least one, but not all three, meals are consumed in a Gov't mess. The PMR plus \$3 for incidental expenses.

b. OCONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, (use \$3.50 for the incidental rate, when quartered on a U.S. Installation even if a Gov't mess is not used, instead of the locality incidental expense rate (see **NOTE** below on incidental expense));
- (2) Standard GMR for meals in a Gov't mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Gov't mess, or;
- (3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Gov't mess.

NOTE: The incidental expense rate OCONUS is the applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and Gov't quarters are available. There are two exceptions, the AO can determine:

- 1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS \$3.50 incidental expense may be authorized and must be stated in the travel authorization/order.***
- 2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. In this case, locality incidental expense rate payment must be stated in the travel authorization/order.***

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

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

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

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect per diem payment.

2. A deductible meal is a meal:
 - a. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization/order indicates the facility providing the meal(s) is available;
 - b. Included in a registration fee ultimately paid by the Gov't;
 - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Gov't ultimately pays the school for the meal cost;
 - d. Furnished by the Gov't at no cost to the traveler;
 - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
 - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Gov't and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).
3. The following is not a deductible meal:
 - a. Box lunch (which includes such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the *only method* of providing adequate subsistence to a traveler. **NOTE: See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,**
 - b. In-flight meal,
 - c. Rations furnished by the Gov't on military aircraft,
 - d. Gov't meal paid for by the traveler and consumed in a Gov't mess,
 - e. Meal furnished on commercial aircraft,
 - f. Meal provided by private individuals, or
 - g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

C. Absence of a Commercial OCONUS Establishment that Prepares and Serves Meals. When:

1. Gov't quarters are available or Gov't contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally

used by a traveler at that place. The AO must determine and state in the travel authorization/order, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian travel authorization/order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit. See APP A for the definition of FIELD DUTY. The per diem payment prohibition applies when both Gov't mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Gov't-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Gov't mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

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

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

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

2. Gov't Quarters. A fee or service charge paid for Gov't quarters use is an allowable lodging expense.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - with or without charge - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/Agency cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DOD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See JFTR, par. U4129-E.

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

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

NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF>.

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).

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

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

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

1. Apartment, house, or recreational vehicle rent (see par. C4559-B);
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE 1: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Gov't by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).

NOTE 2: An employee who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBICA 16699-TRAV, 17 August 2005 (This decision is available at: <http://www.gsbca.gsa.gov/travel/t1669917.txt>).

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

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

****8. Monthly telephone use fees (does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See APP G for official communications.);***

9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable***

maximum locality rate for the area unless an AEA (see Ch 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.

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

F. Dual Lodging Reimbursement on a Single Day

*1. When the AO determines it necessary for a traveler to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodgings cost incurred at TDY location (Location B) at which the traveler remained overnight is used for computing the traveler's per diem for TDY at that location (Location B) for that day.

*2. The lodging cost incurred at the other location (Location A) is reimbursable as a miscellaneous expense (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).

*3. Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging tax that would have been paid had the traveler remained there (Location A) overnight.

*4. ***A travel authorization/order that authorizes long-term reimbursement for dual lodging is not permitted.***

*5. Example: A travel authorization/order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is, in fact, to be going to one or more other locations for lengthy periods during the TDY period. ***Using the authority in par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.***

Example 1
*A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense (see APP G). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.
Applicable per diem rates as used in this example:
Location A (\$130/ \$46)
Location B (\$119/ \$46)
Location A apartment reimbursement for 5 days: \$225 (\$45/day x 5 days)
TDY assignment per diem in Location B:
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) + \$95 (lodging cost) = \$141/day plus lodging tax (see NOTE)
Second thru fifth day: \$46 (M&IE) + \$95 (lodging cost) = \$141/day x 4 days = \$564 plus lodging tax (see NOTE)
Return day to Location A: \$46 (M&IE) + \$45 (lodging cost) = \$91

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

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

This computation presumes that the traveler acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased. See par. C4555-E.**

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

* H. **Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement.** See APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. **Double Occupancy.** For double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. **The official traveler must provide the single room rate.**

J. **Lodging Tax.** Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the Gov't reimbursing the employee, is required to pay applicable lodging tax while traveling on Gov't business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The GSA Travel Homepage (www.gsa.gov/statetaxforms) lists jurisdictions where lodging tax-exemption may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment,

the per diem allowance is:

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

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

C4557 GOV'T QUARTERS AVAILABLE AT AN OCONUS LOCATION

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

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first and/or last travel day by Gov't ship when it departs from the port at the employee's PDS and/or returns to the port at the PDS.***

B. Gov't Ship

1. General. No per diem is payable when TDY aboard a Gov't ship when furnished quarters without charge and meals with or without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) Gov't meal rate (see APP A) is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily quarters cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in

par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

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

C. Commercial Ship

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

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

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

1. Mileage (see par. C2505). TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

a. Gov't-procured ferry transportation; or

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

3. Per Diem

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

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

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

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

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

C4559 RECREATIONAL VEHICLE USE FOR LODGING

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

A. Privately Owned

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

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

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

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENT

NOTE 1: *Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined IAW instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and long-term TDY assignment authority.*

NOTE 2: *See Ch 4, Part K, for per diem for training assignments.*

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

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

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

separately reimbursable.

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

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

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

Example 1

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

Example 2

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

3. Return to PDS during TDY. See Ch 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE

A. General. An individual employed intermittently in the Gov't service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis, and an individual serving without pay or at \$1 a year do not have a PDS within the meaning of that term. The individual is authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Gov't away from home or the regular place of business and while at a place of Gov't employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

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

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the Gov't, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, is authorized a per diem or AEA IAW pars. C4553 and C4600.

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

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while

attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

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

C. Leave and Non-workday

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

2. Non-workdays. Non-workdays are legal Federal Gov't holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

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

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

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

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

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

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

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

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

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have

incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

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

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

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

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

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

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

NOTE: If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

Following are per diem computation examples for specific circumstances.

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

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

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

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

EXAMPLE 3 TDY Travel Involving IDL with a 'Lost' Day			
TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A Gov't mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20-24 Aug (Friday-Tuesday)	\$90 (M&IE) + \$135 (lodging) = \$225 x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
Total			\$1,350.00

EXAMPLE 4
TDY Travel Involving IDL without a 'Lost' Day

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

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

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

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

ITINERARY

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

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

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

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

TDY Travel of More Than 24 Hours						
(2) Whole Days of Travel in CONUS						
Abbreviations used:		GMR = Gov't meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Gov't quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Gov't quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Gov't quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than Gov't mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Gov't mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Gov't mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Gov't mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	M&IE applicable to CONUS TDY locality (when 3 meals are other than Gov't mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$3. See par. C4554-B.	M&IE plus cost of Gov't quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Gov't mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Gov't mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Gov't mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	M&IE plus the cost of occupied lodging NTE maximum rate prescribed for TDY locality ^{8/} . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Gov't mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Gov't mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Gov't mess, (4) PMR rate plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{2/ 6/8/}

TDY Travel of More Than 24 Hours						
(3) Whole Days of Travel – OCONUS						
Abbreviations used:		GMR = Gov't meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Gov't quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Gov't quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Gov't quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to OCONUS TDY locality (if 3 meals are other than Gov't mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Gov't quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Gov't mess or Deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Gov't mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Gov't mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE ^{4/} applicable to OCONUS TDY locality (when 3 meals are other than Gov't mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Gov't quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Gov't mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Gov't mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Gov't mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. ^{58/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Gov't mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Gov't mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Gov't mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{5/ 6/8/}

TDY Travel of More Than 24 Hours					
(4) Day(s) of Return to PDS					
Abbreviations used:		GMR = Gov't meal rate	NTE = Not to exceed	PMR = Proportional meal rate	
	A	B	C	D	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.
Per Diem for Return Day to PDS^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the last TDY locality M&IE rate. ^{1/}	For departure day from TDY: M&IE plus lodging ^{2/} , ^{5/} cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for the stopover locality. ^{1/}	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO. See par. C4553-D2c(4).	75% M&IE rate for the TDY/training locality. The fixed reduced/55% rate does not apply on return day to the PDS.
Footnotes					
<p>*1/ GMR/PMR and the \$3.50 incidental rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling.</p> <p>2/ Lodging tax <i>is</i> separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.</p> <p>3/ The AO can determine that \$3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. TDY locality incidental expense rate payment must be stated in the travel authorization/order.</p> <p>4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for anticipated expenses when the traveler is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization/order.</p> <p>5/ Lodging tax <i>is not</i> separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.</p> <p>6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is <i>within CONUS is reimbursable</i> under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing <i>is not</i> separately reimbursable when travel is <i>OCONUS</i> because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.</p> <p>7/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.</p> <p>8/ When a per diem rate based on the cost of available Gov't quarters is authorized in the traveler's travel authorization/order, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.</p>					

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

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

B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is authorized a per diem allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. *Actual expense allowances described in Ch 4, Part M, do not apply to an evacuation.* The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE

allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see the APP A definition of "Per Diem Allowance" and Ch 4, Part L. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because an evacuated employee and/or dependent may stay with friends/relatives while at a safe haven, the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See computations in par. C4566-C. Gov't mess or open mess availability/use has no effect on per diem allowances for an employee/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem allowances payable under par. C4566 may be paid in advance as prescribed in Ch 6, Part D, §550-403(d).

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

NOTE:

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

Example			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60 for lodging taxes (8%). The maximum per diem applicable at that location was \$109, (\$70/\$39).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$109) (\$70/\$39). Each dependent under age 12 is authorized per diem NTE 50 percent of the rate.			
	M&IE	Max Lodging	Total
Employee:	\$39	\$70	\$109.00
Employee's spouse	\$39	\$70	\$109.00
Child (age 12 or older)	\$39	\$70	\$109.00
Child (under age 12)	\$19.50 (\$39 x 50%)	\$35 (\$70 x 50%)	\$ 54.50
Max daily amt that may be paid for costs incurred by employee & 3 depts	\$136.50		\$381.50
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$136.50 for M&IE and NTE \$240 for lodging), as follows:			
M&IE:	\$136.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$240) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$231.50 (Daily amount that is payable to the employee and dependents (within the maximum \$381.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60		
Total:	\$239.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). Determine the maximum daily amount starting on the 31 st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Employee's spouse:	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Child (age 12 or older)	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Child (under age 12)	\$11.70 (\$39 x 30%)	\$21 (\$70 x 30%)	\$32.70
Max daily amt that may be paid for costs incurred by the empl & 3 depts	\$81.90	\$147	\$228.90
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$81.90 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$81.90 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$176.90 (Daily amount that is payable to the employee and dependents within the maximum \$228.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60		
Total:	\$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

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CHAPTER 5

PERMANENT DUTY TRAVEL

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	S. Interest on Loans, Points, and Mortgage Discounts
	T. Property Taxes
	U. Operating or Maintenance Costs
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	X. Other Sale and Purchase of Residence Expenses
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<u>Paragraph</u>	<u>Title/Contents</u>
AH.	Home Inspection Fee
AI.	Home Marketing Incentive Program
AJ.	Extensions for Sale of Residence
AK.	Real Estate -- New Employee
AL.	Waiver of Debt
AM.	Retirement

PART Q: RELOCATION SERVICES

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- C5845 PAYMENT CONDITIONS**
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- C5849 MAXIMUM AMOUNT PAYABLE**
 A. Payment Limitations
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PART R: EMPLOYEE OR DEPENDENT DEATH

- C5850 GENERAL**
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- C5855 RESPONSIBILITY**
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- C5860 DEATH RELATED EXPENSES**
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- C5865 PREPARATION OF REMAINS**
 A. Employee
 B. Employee's Dependent
- C5870 TRANSPORTATION**
 A. Remains of Employee
 B. Remains of Employee's Dependent
 C. Dependents, Baggage and HHG
- C5875 PER DIEM TERMINATION**
- C5880 ESCORT(S) FOR EMPLOYEE REMAINS**
 A. Authorization
 B. Limitations
 C. Travel Expenses
 D. Escort Travel
- C5885 PCS EXPENSES**
 A. PCS Payment to the Employee's Dependents/Immediate Family
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Paragraph **Title/Contents**

C5890 **PAYMENT OF EXPENSES**
A. General
B. Payment Prohibition when Other Laws Apply
C. Expenses Incident to Death of an Employee Serving in a Contingency Operation

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Gov't's interest from one PDS to another without a break in Federal Gov't employment.
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to the same/another OCONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov't service.
7. Career Senior Executive Service (SES) appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DOD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DOD component (FTR §302-1.2(a)(2) & 5 USC §5734). See par. C5080-C for a DOD employee transferring to the U.S. Postal Service.

*B. Two or More Family Members Employed (FTR §302-3.200)

*1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov't's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:

- a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as the other employee's dependent.
- b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.

2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances are to be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the Gov't's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. *The couple may not each receive PCS travel and transportation allowance payments for the*

same purpose or expense (54 Comp. Gen. 892 (1975)). See pars. C5310-E3 and C5358 regarding duplicate payments.

D. Travel Authorization/Order Issuance. See APP I for travel authorization/order issuance.

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

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Gov't's Interest

1. General. Travel and transportation allowances are payable when it is in the Gov't's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Gov't agencies. ***There must be no break in Gov't service when making the PCS unless the employee was separated from Gov't service because of RIF/transfer of function.***

2. DOD Component Responsibility. It is each DOD component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (see par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Gov't's interest. Guidelines for making a determination of "Gov't's interest" are:

1. Management Directed. If a DOD component recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the Gov't's interest.

2. PCS Moves Not in the Gov't's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the Gov't's interest, and that the Gov't does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DOD component recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the Gov't's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances are to be paid.

C. PCS Limitation Policy

1. General. It is neither cost-effective nor efficient to provide more than one PCS move to a DOD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

(1) Or re-employed former employee affected by RIF or transfer of functions (see par. C5080-C),

(2) ICW an agency-directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. AO Certification. A transfer within the DOD, at Gov't expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

(1) The proposed transfer is in the Gov't's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/ MOVEMENTS

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DOD civilian employee expenses.

2. Does **not** include eligibility for:

a. Emergency evacuation, or

b. A former employee separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the Gov't's interest.

Ch 5: Permanent Duty Travel
Part A: Applicability and General Rules

C5000-C5010

TABLE 1 - ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Empl & Dep Transp	Empl Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Tvl Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
First PDS Tvl to OCONUS PDS <u>NOTES 8, 9, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>NOTES 1, 8, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between OCONUS PDSs <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
RAT Round-Trip Between Overseas Tours Of Duty For Leave Purposes When Return Is To Same PDS Or Another In Same Locality	Yes	Yes No advance	Yes No Advance	No	No	No	No	No	No	<u>NOTE 6</u>

NOTES

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4500 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS. See par. C5750-D.

4 -- Advance allowed if not shipped via a Gov't-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- Allowed only for teachers employed in DODEA applicable between school years.

7 -- The Gov't must arrange the NTS.

8 -- Foreign Transfer Allowance (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

10 -- Foreign Transfer Allowance/Home Service Transfer Allowance (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1004.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DOD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)	
Column 1 - Relocation allowances that a DOD component must pay or reimburse <i>when the DOD component elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2 - Relocation allowances that a DOD component has discretionary authority to pay or <i>reimburse when the DOD component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302-4). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10.2) ² .	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9) ³ .

¹ **Note to Column 1 heading:** A DOD component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this Volume. JTR, Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

² **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

³ **Note to Column 2, Item 1:** POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS. See JTR, par. C5212.

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)	
Column 1 —Relocation allowances that a DOD component must pay or reimburse <i>when the DOD component elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2 —Relocation allowances that a DOD component has discretionary authority to pay or reimburse <i>when the DOD component elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) JTR, Ch 5 Part A) (FTR, Part 302-4). 2. Per diem employee only (JTR, par. C5125-B) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302-8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. TQSA may be authorized for temporary quarters occupied at the foreign PDS under the DSSR (Gov't Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

¹ **Note to Column 1 heading:**

- (a) TQSE in Ch 5, Part H is *not* authorized for new appointee movement to the first PDS.
- (b) The MEA in Ch 5, Part G is *not* authorized for a new appointee to the first PDS.
- (c) Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) (FTR, Part 302-12).
- (d) The RIT allowance is *not* authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) (FTR, Part 302-17).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)	
Column 1 —Relocation allowances that a DOD Component must pay or reimburse <i>when the component authorizes PCS allowances.</i>	Column 2 —Relocation allowances that a DOD Component has discretionary authority to pay or reimburse <i>when the component authorizes PCS allowances.</i>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Sell & buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302-11). 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302-8).¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10). 7. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. HHT - per diem, & transportation, employee & spouse only (JTR, Ch 5, Part M) (FTR, Part 302-5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6). 3. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 4. Relocation service company use (JTR, Ch 5, Part P) (FTR, Part 302-12). 5. Property management service use (JTR, Ch 5, Part Q) (FTR, Part 302-15). 6. Home marketing incentive (JTR, Ch 5, Part Q) (FTR, Part 302-14).

¹ **Note to Column 1, Item 5:** Only when assigned to a designated CONUS isolated official station.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)	
Column 1 —Relocation allowances that a DOD Component must pay or reimburse <i>when the Component authorizes PCS allowances.</i>	Column 2 —Relocation allowances that a DOD Component has discretionary authority to pay or not pay <i>when the Component authorizes PCS allowances.</i>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302-8). 5. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17)¹. 	<ol style="list-style-type: none"> 1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival. 4. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (FTR, Part 302-15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302-12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302-14).

¹ **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302-11)¹. 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302-8). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS.¹

¹ **Note to Column 1, item 3:** Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Gov't's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 3. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16). 4. NTS (extended storage) of HHG (JTR, par. C5195-A) (FTR, Part 302-8). 5. Relocation income tax allowance (RITA) (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Ch 5, Part H) (FTR, Part 302-6)¹.

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Ch 5, Part K) (FTR, §302-3.209)	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4). 	<ol style="list-style-type: none"> 1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Per diem for the employee only (JTR, Ch 5, Part B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302–10). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Ch 5, Part O) (FTR, §302-3.400)	
Column 1 —Relocation allowances that agency must pay or reimburse	Column 2 —Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Ch 5, Part O) (FTR, Part 302–4). 2. MEA (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302–10). 5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. House-hunting trip expenses (JTR, Ch 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Ch 5, Part H) (FTR, Part 302–6). 3. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302–15).

TABLE 12. ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109) ¹ (JTR, par. C4500)	
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. Ch 4, Part K) (FTR, Part 302–4). 2. Per diem for the employee (JTR, Ch 4, Part K) (FTR, Part 302–4). 3. Movement of HHG & SIT (JTR, Ch 5, Part D) (FTR, Part 302–7). 	

¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

*C5050 PCS MALT (FTR §302-4.300)

A. POC Travel

1. Except for RAT, the PCS MALT for PDT by POC, when authorized/approved is determined by the official distance for which PCS MALT may be paid under circumstances (as determined IAW the applicable JTR provisions).

*2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization/order, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization/order is authorized the PCS MALT rate per mile except when traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS travel authorization/order, only the employee incurring the expenses one is authorized PCS MALT for the official distance and only one employee receives the reimbursable expenses. See par. C5000-B1a.

*a. Example 1. An employee-married-to-employee couple, each on a PCS travel authorization/order and therefore eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as a dependent of the other employee (par. C5000-B1a)), and their two children travel in one POC. Only one employee receives PCS MALT and may submit all of the reimbursable expenses.

*b. Example 2: Three unrelated employees, each on a PCS authorization/order, travel together in one POC between two PDS locations. The employee incurring the costs receives PCS MALT for the official distance and may submit all reimbursable expenses.

*c. Example 3. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS travel authorization/order, and their two children travel together in one POC. Only one employee receives PCS MALT for the official distance and may submit all of the reimbursable expenses.

3. See par. C2505 for the PCS MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.

4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

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

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

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

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

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

Authority for reimbursement for the use of more than two POCs is limited to PDT that is to the Gov't's advantage. Conditions for reimbursement authorization are in par. C2159-C.

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

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

A. POC Use to the Gov't's Advantage. When POC use for PDT is authorized (see note above) when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

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

B. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Gov't authorities, or other reasons acceptable to the employing DOD Component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DOD Component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

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

D. Per Diem Rates for PDT

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
2. ***The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.***
 - a. Travel to a first duty station for a newly recruited employee or appointee;
 - b. Travel incident to a PCS;
 - c. RAT;
 - d. Separation travel; and
 - e. While occupying temporary lodging (except when TQSE(F) is authorized under Ch 5, Part H3).

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

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

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$70	\$39	\$109

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

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

E. Per Diem Allowance Elements

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

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

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

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

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

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

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

NOTE: Per diem payment authorized by par. C5060-F1a(1) may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).

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

b. Travel of More than 24 Hours

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

(1) Day Travel Begins

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

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

(2) Full Calendar Days

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

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

(3) Day Travel Ends

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

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

G. PDT

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

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

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

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

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

H. Per Diem Computation Examples

1. Example 1

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

2. Example 2

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

3. Example 3

PCS Travel, Actual Costs Exceed the Gov't Cost		
NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by privately owned-automobile. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem for up to 8 days based the official distance of 2,615 miles. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$109/day (Standard CONUS per diem rate) =		\$872.00
Day 1	75% x \$39 = \$29.25 + \$70 (lodging) =	\$99.25
Day 2 to 10	\$39 + \$70 (lodging) = \$109/day x 9 days =	\$981.00
Day 11-14	\$39/day x 4 days =	\$156.00
Day 15	75% x \$39 =	\$29.25
Total		\$1,265.50
Per diem for accompanying spouse at ¾ of the amount due the employee (1,265.50) =		\$949.12
Employee total travel costs (1,265.50 + \$949.12) =		\$2,214.62
Total amount payable to employee (\$872 + dependent per diem \$654, 75% of \$872) =		\$1,526.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450)). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. Example 4

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

5. Example 5

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

6. Example 6

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

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

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

B. Reimbursement Computation Example for One Automobile

*Reimbursement Computation for Employee, Spouse, and 1 Child in One Automobile	
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 miles ÷ 350 miles/day = 8 days). See par. C5060. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
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 an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus an allowance for M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$109/day (Standard CONUS per diem rate). \$109/day x 8 days = \$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
7. TOTAL REIMBURSEMENT TO EMPLOYEE	*\$2,236.02

*Reimbursement Computation for Two Employees and 1 Child in One Automobile	
Two employees perform PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by 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 an employee may be paid per diem for up to 8 days (2,826 miles ÷ 350 miles/day = 8 days). See par. C5060. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
1. Automobile travel reimbursement for one employee is based on 2,826 miles @ \$0.27/mile. See par. C2505-B. 2,826 miles x \$0.27/mile = \$763.02	\$ 763.02
2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus an allowance for M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$109 (Standard CONUS per diem rate). \$109/day x 8 days = \$872	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee one and \$720 for employee two. Since the total amount spent for lodging and meals (\$650 & \$720) does not exceed the maximum allowable per diem (\$872/traveler) for actual travel under 'Lodgings-Plus' method, each employee is reimbursed the full amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due one employee. \$720 x .50 =	\$360.00
5. Amount spent on tolls	+ \$10.00
6. Total reimbursement to employee 1 is \$ 763.02 + \$650 + \$10 =	\$1,423.02
7. Total reimbursement to employee 2 is \$720 + \$360.00 =	\$1,080.00
8. TOTAL REIMBURSEMENT	\$2,503.02

C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for Two Automobiles	
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.	
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 'Lodgings-Plus' for 8 day maximum is the actual amount the traveler pays for lodgings plus an allowance for M&IE; NTE the Standard CONUS per diem rate is 8 days x \$109 (Standard CONUS per diem rate). \$109/day x 8 days = \$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
8. TOTAL REIMBURSEMENT TO EMPLOYEE	*\$2,998.54

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

*Computation PCS MALT for Two Separate Trips	
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.	
866 miles x \$0.27/mile (employee only) =	\$233.82
866 miles x \$0.27/mile (spouse and 2 children) =	+ \$233.82
Total PCS MALT payable for POC travel	\$467.64
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). <i>No per diem is payable on the employee's behalf for the employee's second trip.</i> The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

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

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

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

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

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

C5075 PCS MOVEMENTS (FTR §302-3)

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in par. C5075.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part L.

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to Gov't service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to Gov't service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DOD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

a. Agreement Requirements. See Chap. 5, Part L.

b. Service Requirements. See par. C5570.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

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

- (a) Miscellaneous Expense Portion. See DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004,
- (b) Lease Penalty Expense Portion. See DSSR, section 242.4 at

http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, section 242.3 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 (http://aoprals.state.gov/content.asp?content_id=239&menu_id=81)). Provided for temporary quarters occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at http://aoprals.state.gov/content.asp?content_id=145&menu_id=81.

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

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS.
- b. For travel and transportation allowances to the first PDS to be provided, the selected individual must agree, in writing, to remain in Gov't service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Gov't funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See par. C5550-E regarding agreement requirements for appointments to an OCONUS position.
- e. See par. C5570-C and APP Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
 - (1) An individual who is employed with the Federal Gov't for the first time,
 - (2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and
 - (3) An employee returning to the Gov't after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or
 - (4) A student trainee assigned to the Gov't upon completion of college.
- c. Is *not* an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.

3. DOD Component Responsibility. *Each DOD Component must ensure that a new appointee is informed of benefits availability and limitations.*

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Ch 7, Part D provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov't expense is authorized/approved by the hiring DOD Component. Not all of the listed items are applicable in each situation covered by this Part.

*a. Travel and transportation, including per diem, for the appointee/student trainee. See par. C5060-D2.

NOTE: AEA in Ch 4, Part M, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part C.

c. PCS MALT if a POC is used. See par. C5050.

d. HHG transportation and SIT. See Ch 5, Part D.

e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part D.

f. Mobile home transportation. See Ch 5, Part F.

g. POV shipment when authorized by the DOD Component. See Ch 5, Part E.

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

d. MEA (Ch 5, Part G); **NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.**

e. Residence sale and purchase expense (Ch 5, Part P);

f. Lease-breaking expense (except as in par. C1004-C4); and

g. Relocation service (Ch 5, Part Q).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

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

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

1. General. An involuntary transfer due to a RIF/transfer of function is in the Gov't's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

- a. In the Federal Gov't,
- b. Within 1 year of the separation date,
- c. Under a non-temporary appointment, and
- d. At a different duty station from the one at which the original separation occurred,

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

4. Agreement Requirement. The par. C5080 PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Gov't funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C5550-E for agreement requirements when a transfer is to an OCONUS position.

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

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

6. Travel Authorization/Order Issuance. Travel authorization/order issuance is covered in APP I.
7. Funding. For funding of allowances authorized under par. C5080, see par. C1052.
8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS travel authorization/order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

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

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

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov't's interest from the restoration place to a place where a suitable DOD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expense

- a. Ch 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

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

- b. Reimbursement is prohibited for any:

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

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

4. Travel and Transportation Allowances

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

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

(1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

(2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

(1) The MEA (see Ch 5, Part G),

(2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (see Ch 5, Part P),

(3) A HHT, but only if authorized in the travel authorization/order, under Ch 5, Part M, and

(4) TQSE, but only if authorized in the travel authorization/order under Ch 5, Part H.

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

(1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

(2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

(3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

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

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

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

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

1. Limitation

a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided

the 2-year time limitation under the authority for the first transfer has not expired.

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

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

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

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

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

- a. In the Gov't's interest (responding to a vacancy announcement is not 'at the employee's request'),
- b. To a new PDS that is at least 50 miles from the old PDS, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
 - (1) Residence at the time of PCS notification and the old and new PDSs, and
 - (2) The proposed new residence and the new PDS.

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

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov't's interest, ***and without the move***:

- a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or
- b. There is a commuting time increase to the new PDS; or
- c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in a travel authorization/order must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***
- d. See Ch 5, Part N for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Separation Travel and Transportation Allowances Loss

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

D. Limited Separation Travel and Transportation Allowances

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

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

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required

under the current agreement unless there are unused previously-earned travel and transportation allowances.

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

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

2. New PDS at other than the Authorized Separation Destination

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

b. PCS Allowances Related to the New PDS

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

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

(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. C5550-B.

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

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

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

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

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

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

(c) **Example 3**. The employee is returned for separation at Chicago, IL, and is employed without

a break in service by a different DOD Component with assignment to a new PDS at Denver, CO. The gaining DOD Component, at its expense, may authorize:

- 1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;
- 2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and
- 3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

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

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

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

A. Applicability

1. Individuals Covered. This part is applicable to:

- a. Senior Executive Service (SES) positions; and
- b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This Part does not apply to an SES employee who is a:

- a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
- b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
- c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

- a. Satisfied the eligibility criteria in par. C5090-B; and
- b. Dies in Gov't service;
- c. Died after separating from Gov't service but before travel and/or transportation to home were completed.

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

1. Was geographically transferred/reassigned in the Gov't's interest and at Gov't expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:
 - a. One SES career appointment to another; or
 - b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or
 - c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.
2. At the time of the transfer/reassignment was:
 - a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
 - b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
 - c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;
3. Is eligible to receive an annuity upon separation (or, in the case of death in Gov't service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and
4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

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

- a. Name, grade, and SSN;

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

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

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

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

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

1. per diem for the employee's family,
2. TQSE,
3. MEA,
4. residence sale and purchase expenses,
5. lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Gov't would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area.

Part B: Employee Transportation & Subsistence Allowances

If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

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

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

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

SECTION 2: PCS TRANSFERS

C5105 TRANSFER TO AND WITHIN CONUS

A. When Authorized

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

B. Origin and Destination

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

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

*D. Expenses Authorized. Commercial transportation costs not covered by Gov't-procured transportation and PCS MALT is authorized, subject to the reimbursement conditions and limitations for travelers in Ch 2. Miscellaneous expenses in APP G are reimbursable.

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

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

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

C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S

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

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

B. Travel Origin and Destination

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

- (1) When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both.
 - * (2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See par. C6005-C, par C6010-C or Ch 5, Part R for exceptions.
 - * (3) The Gov't's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
 - (4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Gov't/Gov't-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized.
 - (5) For mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs between the old and new PDSs.
- b. Between OCONUS PDSs. When an employee is:
- * (1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
 - (2) Authorized travel to the actual residence the dependent may return to the actual residence.
2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS
- *a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
 - *b. OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:
- *a. Meets the conditions in par. C5566, and
 - b. Executes a service agreement,
- *dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
4. Renewal Agreement Execution to Serve an Additional OCONUS Tour
- *a. An employee, who executes a renewal agreement to serve an additional tour in the same/ another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

*b. Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

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

C. Concurrent Travel

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

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

*E. Expenses Authorized. Commercial transportation costs not covered by Gov't-procured transportation and PCS MALT is authorized, subject to the reimbursement conditions and limitations for travelers in Ch 2. Miscellaneous expenses in APP G are reimbursed.

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

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

G. Time Limit

1. General

- a. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial OCONUS appointment.
- b. For an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years.
- c. When an employee is assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/ administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.

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

C5115 TRAVEL FROM AN OCONUS AREA

A. General

1. Authority for dependent(s) travel from OCONUS at Gov't expense is determined by:
 - a. An employee's transportation eligibility, or
 - b. The appropriate OCONUS command when the Gov't's best interest is served by the dependent(s) early return. See par. C5450 for dependent early return.
 2. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Gov't-funded travel.
 3. For a dependent who elects to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must *not* be authorized.
 4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Gov't expense as the employee's dependent.
 5. A former dependent's travel is authorized when the employee:
 - a. Is assigned to a U.S. PDS;
 - b. Travels to the actual residence in the U.S. for separation; or
 - c. Travels to the U.S. pursuant to renewal agreement.
- See pars. C5115-C, C5115-D1a, C5115-D2, and C5545.
6. Return to the U.S. may be authorized at Gov't expense for the early return of a dependent(s) (other than for compassionate reasons). See par. C5450.

7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
8. Return travel authorization for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

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

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

See par. C5115-C.

C. Travel Origin and Destination

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

a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

- (1) At the employee's OCONUS PDS,
- (2) A place other than the OCONUS PDS, or
- (3) Partially at both.

2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

3. The Gov't's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't.

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

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable

to the Gov't. See par. C5115-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov't.

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov't.

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

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

E. Transportation Routing and Mode. See Ch 2 for authorized routing and modes of dependent transportation.

*F. Miscellaneous Expenses. See APP G - PCS column - for authorized miscellaneous expenses ICW dependent travel from OCONUS areas.

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

H. Time Limitations

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

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

3. Return for Separation

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

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

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

See par. C5085-C.

SECTION 2: OCONUS POV TRANSPORTATION

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

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

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Gov't expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DOD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at Gov't expense when it is in the Gov't's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Gov't's interest for the traveler to have POV use at the PDS.
3. A written record of any determination must be filed IAW personnel directives.

C. Conditions. A determination/re-determination that it is "in the Gov't's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

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

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at Gov't expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawai'i to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

C5212 AUTHORIZATIONA. Transportation Not Authorized. POV transportation is not authorized when:

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

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

Example 2. A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov't's interest for the employee to have a POV at the Hawai'i PDS.

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

Example 4. An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the Gov't's interest for the employee to have the POV in Hawai'i.

6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the United States prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the Gov't's interest to do so. See CBCA 827-RELO, 4 October 2007.

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

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;

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

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS**A. General**

1. POV transportation at Gov't expense is:
 - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. For an employee assigned to Johnston Island, see par. C5208-D.
2. *Shipment may not be authorized at Gov't expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at Gov't expense includes port-handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at Gov't expense is to the point authorized in par. C5208-D.

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2. A POV may be transported to an alternate designated port. The Gov't's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the Gov't's transportation cost liability must not exceed the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.
3. When an employee is authorized to return a POV at Gov't expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.
4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Gov't's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).
5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports/VPCs

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DOD component must pay the entire cost of transporting the POV from the:
 - a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
 - b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.
2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
 - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
 - b. Limited to the actual cost of having the POV transported between the:
 - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC ,
 - (2) Port/VPC and the traveler's new OCONUS PDS, or
 - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.
3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9-104)
 - a. Per Diem Not Allowed. *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*
 - b. Status. Administrative Leave and duty status incident to a PCS is addressed in DOD Manual 1400.25-M, December 1996, SC630 available at: <http://www.dtic.mil/whs/directives/corres/html/140025m.htm>.
 - c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

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d. Reimbursement Limitations. Reimbursement is limited to the one-way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

- (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

- (1) To the port/VPC to deliver the POV, and
- (2) From the port/VPC after reclaiming the POV.

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

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

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

* (1) The employee elects to drive the POV from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35.00 from the port/VPC plus a \$3.00 tip to the driver. *A transportation related tip is reimbursable per APP G.* Pay the employee \$.27/mile x 200 miles = \$54.00 PCS MALT and \$38.00 for between port/VPC and airport transportation = \$92.00.

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

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

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

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

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

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);

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

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

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

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

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

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

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

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

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2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov't may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

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

C5224 SHIPMENT METHODS**A. Gov't-arranged POV Transportation**

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

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

1. If POV transportation is authorized at Gov't expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the Gov't's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);

2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

C5232 REPLACEMENT POV TRANSPORTATION

Effective for POV shipments on or after 1 November 2003

A. General. When a POV, transported at Gov't expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

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

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

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

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
2. It is in the Gov't's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at Gov't expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Gov't expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION

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

1. Transported/authorized to have been transported, at Gov't expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the Gov't's interest."

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

C. Expenses

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

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PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700 GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). *The long-term temporary assignment location becomes the employee's temporary official station* (FTR §302-3.411).

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
2. The assignment is not less than 6 months nor more than 30 months;
3. TDY travel and per diem otherwise are payable; and
4. The AO determines TCS is more advantageous than TDY. See par. C5710.

NOTE: *A service agreement is not required for a TCS move.*

B. Employee (FTR §302-3.403). Each employee is eligible for a TCS except a/an:

1. New appointee;
2. Individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
3. Individual serving without pay or at \$1 a year;
4. Employee assigned under the Gov't Employees Training Act (5 USC §4109) (see par. C4500); or
5. Employee assigned to/from a State or local Gov't under the Inter-Governmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. See par. C5705-A for eligibility.

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Consideration (FTR §302-3.421)

1. According to available information from the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities about potential income taxes incurred incident to an extended TDY assignment exceeding one year at one location.
2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a RIT allowance.

3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. The financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances should be considered.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from Gov't service*, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location*. An employee is authorized:

1. PCS MALT if a POC is used (see par. C5050);

*2. Employee's travel and transportation expenses (see par. C5060-D2 for per diem);

3. Transportation and dependent' per diem (see Ch 5, Part C);

4. HHG transportation, storage-in transit, (see Ch 5, Part D);

5. MEA (see Ch 5, Part G);

6. Mobile home transportation instead of HHG transportation (see Ch 5, Part F);

7. POV(s) transportation (see Ch 5, Part E); and

8. RIT allowance (see Ch 5, Part N).

NOTE: AEA (see Ch 4, Part M) may not be authorized/approved for a TCS

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Ch 5, Part M);

2. TQSE while occupying temporary lodging (see Ch 5, Part H);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Ch 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and
4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. See Ch 5, Part Q. (FTR §302-3.418, §302-3.19, §302-3.420).

NOTE: PM service may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).

- C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).
- D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

- A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.
- B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:
1. Travel, including per diem for the employee (see par. C4553-B), and dependent (see Ch 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
 2. Transportation and per diem (see Ch 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
 3. TQSE while occupying temporary lodging (see Ch 5, Part H) *may be authorized but is not mandatory* in extraordinary circumstances;
 4. Real estate expenses (see Ch 5, Part P);
 5. Residence-related relocation service expenses (see Ch 5, Part Q);
 6. Property management expenses (see Ch 5, Part Q);
 7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);

8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOV'T SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from Gov't service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from Gov't service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from Gov't service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (see par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

SECTION 3: HOME MARKETING INCENTIVE PAYMENTS**C5835 GENERAL**

A. Purpose. The home marketing incentive payment is intended to reduce the Gov't's relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence. This employee activity significantly reduces the fees/expenses a DOD component must pay to a relocation services company and effectively lowers the relocation program cost.

B. Definitions

1. Home Sale Program. A program under which a relocation company, under contract with DOD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a buyer.

C. Tax Consequences. Subject to IRS, state and local requirements:

1. A home marketing incentive payment is income.

2. A DOD component must withhold, and the employee may be liable for, federal, state, and local income taxes.

3. *No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.*

C5840 ELIGIBILITY

A DOD component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Gov't reimbursing expenses.

C5845 PAYMENT CONDITIONS

A. Eligible Employee. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DOD component's home sale program,

2. Independently and aggressively market the residence,

3. Find a buyer for the residence as a result of independent marketing efforts,

4. Transfer the residence to the relocation company through which the buyer completes the sale, and

5. Meet any additional conditions established by the DOD component.

B. Relocation Services Fee. The DOD Component must pay a reduced fee/expenses to the relocation company as a result of the employee's independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: A commander of an Army Command, commander of an Army Service Component Command, Commander/Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staff and other elements, including Field Operating Agencies, Staff Support Agencies and

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those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. This authority may be re-delegated at the commander's/agency head's discretion, but no lower than the local commander or activity head.

2. Navy: Major Claimants.

3. Marine Corps: The heads of Marine Corps activities/commands.

4. Air Force: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4D236
Washington, DC 20330-1040

Only an employee traveling under Civilian Career funding may be authorized.

5. DOD Components: Each DOD agency must determine whether a Home Marketing Incentive payment is authorized and make certain each agency employee knows who to contact for information.

C5849 MAXIMUM AMOUNT PAYABLE**A. Payment Limitations**

*1. The DOD component determines the home marketing incentive payment amount ; however, the payment may not exceed the least of:

- a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or
- b. \$10,000; or
- c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.

2. *If no savings are realized, a home marketing incentive may not be paid.*

B. Payment Examples. The percentages shown are for illustrative purposes only.**1. Example 1**

- a. The relocation company gives the employee a buyout offer of \$150,000 for the residence.
- b. The DOD component decides how much of an incentive they wish to pay (1% to 5%).
- c. If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is \$1,500 ($\$150,000 \times 1\% = \$1,500$).
- d. A 3% incentive is \$4,500 ($\$150,000 \times 3\% = \$4,500$).
- e. A 5% incentive is \$7,500 ($\$150,000 \times 5\% = \$7,500$).

2. Example 2

- a. The relocation company gives the employee an "amended value" or "amend-from-zero" offer or closes an "assigned sale" offer that matches the outside buyer's \$150,000 offer.
- b. The service cost to the DOD component for the relocation company to provide the regular "guaranteed home sale" service is 20.84% of the appraised value of the home.

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- c. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.
- d. The Service is willing to pay a 4% incentive under par. C5849-A1a.
- e. A regular “guaranteed” appraised value offer is $\$150,000 \times 20.84\% = \$31,260$ service fee to the relocation company for providing the home sale service.
- f. The “amended” or “amend-from-zero” or “assigned sale” offer is $\$150,000 \times 12.43\% = \$18,645$ service fee to the relocation company.
- g. In this example:
- (1) The 4% incentive is \$6,000 ($\$150,000 \times 4\% = \$6,000$).
 - (2) The flat limitation of \$10,000, and one half of the savings realized is \$6,307.50.
 - (3) There is a service fee savings to the DOD component of \$12,615 ($\$31,260 - \$18,645 = \$12,615$).
 - (4) One half of \$12,615 = \$6,307.50.
 - (5) Based on the comparison of \$6,000 (item 1), \$10,000 (item 2), and \$6,307.50 (item 3), the employee would receive \$6,000.

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C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1036)

*A DOD civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependent who is authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053, is authorized round-trip travel and transportation allowances. The escorting employee must have a TDY travel authorization/order. Par. C7100 must be cited as authority on the travel authorization/order for an escort to perform necessary travel per JFTR, par. U7551. The transportation mode and routing must be IAW Ch 2. A non-DOD Gov't employee who is assigned as an attendant/escort under a TDY travel authorization/order is authorized the TDY travel and transportation allowances prescribed in the regulations issued by the agency funding the travel. Any other civilian must be issued an ITA (APP E1, par. A2I). Travel and transportation allowances authorized by par. C7100 may be paid in advance IAW the DOD Component's policy.

C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)

*A DOD civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependent who is authorized transportation to or from a medical facility under JFTR, par. U5240-C, is authorized round trip travel and transportation allowances. The attending employee must have a TDY travel authorization/order. Par. C7105 must be cited as authority on a travel authorization/order authorizing an attendant to perform necessary travel per JFTR, par. U5240-C. The transportation mode and routing must be IAW Ch 2. A non-DOD Gov't employee who is assigned as an attendant/escort under a TDY travel authorization/order is authorized the TDY travel and transportation allowances prescribed in the regulations issued by the agency funding the travel. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7554. Travel and transportation allowances authorized by par. C7105 may be paid in advance IAW the DOD Component's policy.

C7110 ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A DOD civilian employee may be authorized TDY travel as an attendant/escort for a Uniformed Services member who is on the TDRL and who is also required to submit to periodic physical examinations. See JFTR, par. U7251-A. A DOD civilian employee traveling as an attendant/escort is authorized round trip travel and transportation allowances. The transportation mode and routing must be IAW Ch 2. The travel-directing organization funds the DOD employee's travel. A non-DOD Gov't employee who is assigned as an attendant/escort under a TDY travel authorization is authorized the allowances prescribed in the regulations issued by the agency funding the travel. Another civilian travels under an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7250-D3.

C7115 ATTENDANT/ESCORT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)

A. DOD Civilian Employee. A DOD civilian employee, who performs authorized travel under a TDY travel authorization as an attendant/escort for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant/escort (JFTR, par. U7252-A), is authorized round trip travel and transportation allowances. See JFTR, par. U7250-C.

B. Non-DOD Gov't Employee. A non-DOD Gov't employee assigned TDY as an attendant/escort is authorized the allowances prescribed in the regulations issued by the agency funding the travel.

C. Another Civilian. Another civilian travels under an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7250-D3.

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PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

C7150 APPLICABILITY

A. Application. This Part applies to an interviewee. As used in this Part, an "interviewee" is an individual being considered for employment by a DOD Component.

B. Policy. Unless otherwise stated, the allowances established in this Part for an interviewee are the same as those available to a DOD employee traveling on official Gov't business. However, a DOD Component is not required to offer all allowances to each interviewee. See par. C7165-B.

C7155 AUTHORIZATION

A. Payment Authority. A DOD Component may pay allowable pre-employment interview travel expenses (as defined in par. C7165) for individuals eligible under par. C7155-B.

B. Eligibility. Each DOD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM qualification criteria guidelines for agencies are found in 5 CFR Part 572.

C7160 RESPONSIBILITIES

A. DOD Component Responsibilities

1. General. A DOD Component must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. *A limited or unlimited open authorization must not be used for pre-employment interview travel.*

3. DOD Component Responsibility to Inform an Interviewee of DOD Travel Policies. A DOD Component must communicate DOD travel rules and procedures to an interviewee. The DOD Component should ensure the interviewee understands how travel reimbursements are calculated. The DOD Component also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. A DOD Component must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5080-B5. For example, a DOD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DOD Component. However, the interviewing DOD Component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Gov't.

3. Contract Carriers Use. An interviewee is a mandatory user of the Gov't's city-pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Gov't-procured transportation documents issued for use in performing pre-employment interview travel. A DOD Component must provide written instructions to the interviewee at the time a travel authorization is issued

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Gov't-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DOD Component are bound by the same rules that apply to an employee traveler and DOD Component in par. C2201.

5. Billing Information for Ticket Exchanges. If an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DOD Component billing office. To facilitate this refund procedure, a DOD Component must provide an interviewee with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

C7165 REIMBURSEMENT

A. Allowable Expenses

1. Expense Limitation. A DOD Component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DOD employee traveling on official business, except for the expenses listed in par. C7165-B.
2. Expense Amount. A DOD Component may pay all or part of pre-employment travel expenses. A DOD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DOD employee.

B. Expenses Not Allowed. A DOD component must not pay expenses for:

1. Communication services use for purposes other than communication directly related to travel arrangements for the Gov't interview; and
- *2. Hire of a room. See APP G.

C7170 FUND SOURCE

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Gov't-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.
2. Other Authorized Expenses. The DOD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Sources Not Allowed

1. GTCC. A GTCC, issued to an individual employee, may not be used for pre-employment interview travel. However, a CBA may be used to pay the interviewee's allowable transportation expenses.
2. Travel Advances. *An interviewee must not be issued a travel advance.*
3. Travelers Checks. *Gov't contractor-issued travelers' checks may not be used for pre-employment interview travel.*

C7175 REIMBURSEMENT CLAIM

A. Fraudulent Claim. Requirements regarding payments when expense(s) are suspected of being fraudulent are addressed in DODFMR, Vol. 9 or appropriate Service regulations for non-DOD Services. AEA denial for an entire day on which a suspected expense is claimed is per the DODFMR. If payment is made before discovery of a suspected falsified expense, the DODFMR prescribes any requirement for the traveler to reimburse the Gov't (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

B. Receipt and Record Maintenance. Each interviewee authorized to travel should keep a record of expenditures properly chargeable to the Gov't. Although receipt requirements vary with the reimbursement method, it is prudent for an interviewee to retain all receipts until reimbursement claims are settled. The DOD Component should alert the interviewee to such requirements.

C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. An interviewee is responsible for preparing and submitting a travel voucher. The DOD Component should assist in the process.

2. Administrative Procedures. Each DOD component must prescribe the administrative procedures, consistent with those in DODFMR, Vol. 9, for an interviewee to follow in submitting a travel voucher.

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PART N: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C7700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

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

B. Eligibility

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

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

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

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependent resides with the employee at the FEML PDS.

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

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

C. Limitation

1. Number of FEML Trips

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

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

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

*c. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour. See par. C7700-H if the employee does not complete the FEML tour length.

*2. Time Limitation. FEML travel by an employee/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by an employee/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-

month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. FEML travel by an eligible employee/dependent must be performed prior to the FEML tour completion per CBCA 1067-TRAV, 26 June 2008. ***NOTE: A major command is ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

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

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

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

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

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

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

a. Example 1

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

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

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

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

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

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

b. Example 2

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

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

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

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

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

5. Location Designation/Recertification

- a. Designating Authority. DUSD (MPP) is the designating authority for FEML locations/destinations.
- b. Designation/Recertification Requests. Designation/recertification requests must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

E. Transportation

1. Employee/Dependent. The employee and dependent may travel together or independently.
2. Restrictions. An employee/dependent taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages to and from the authorized destination.

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

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

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. ***See par. C2192, and Chapter 2, Part C.***
- b. Reimbursement must not exceed the Gov't-procured transportation cost between an employee's duty station and the authorized destination, plus the cost of ground transportation as noted in par. C7700-E4a, as determined in par. C7750-C2.

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

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

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

*Ex: Employee-married-to-employee (or member) couple with two children. The employee and member (or both employees) are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the employee and other employee/member may take separate FEML trips and each of the children may accompany one of the parents, but not both. One FEML trip means one FEML trip.

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

1. Transfer for compassionate reasons,

2. Management-initiated transfer,
3. Involuntary separation through no fault of the employee, or
4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

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

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

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

APPENDIX A

PART I: DEFINITIONS

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

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

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

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

ACCOMMODATIONS, COMMON CARRIER.

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

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

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

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

ACTUAL RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”. For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS post, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the Gov’t. (GSBCA 16265-RELO, 19 December 2003)

AGENCY

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Gov’t of the District of Columbia.

B. Does NOT include a/an:

1. Gov’t-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

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

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

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

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

ATTENDANT. An attendant:

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

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

AUTHORIZED.

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

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

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

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

BAGGAGE. Personal effects of a traveler that are needed ICW official travel and immediately upon arrival at the point of assignment. Material belonging to the Gov't may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. **NOTE:** *This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.*

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Gov't to furnish Federal employees and other persons authorized to travel at Gov't expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Gov't.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DOD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at dtod.sddc.army.mil.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. (Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>)

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DOD Inspector General
United States Court of Appeals for the Armed Forces

DOD FIELD ACTIVITIES:

American Forces Information Service
Defense Prisoner of War/Missing Personnel Office
Defense Technology Security Administration
DOD Counterintelligence Field Activity
DOD Education Activity
DOD Human Resources Activity
Office of Economic Adjustments
TRICARE Management Activity
Washington Headquarters Services

DEFENSE AGENCIES:

Defense Advanced Research Projects Agency
Defense Commissary Agency
Defense Contract Audit Agency
Defense Contract Management Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Intelligence Agency
Defense Legal Services Agency
Defense Logistics Agency
Defense Security Cooperation Agency
Defense Security Service
Defense Threat Reduction Agency
Missile Defense Agency
National Geospatial Intelligence Agency
National Geospatial Intelligence College
National Security Agency/Central Security Service
Pentagon Force Protection Agency

JOINT SERVICE SCHOOLS:

Joint Military Intelligence College

Defense Acquisition University
National Defense University
Joint Professional Military Education Colleges
Uniformed Services University of the Health Sciences

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children. See 50 Comp. Gen. 220 (1970); 66 id. 497 (1987).;

NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DOD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April, 2004).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 3: ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.

NOTE 4: With respect to emergency leave travel, see par. C7365-D.

NOTE 5: Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage";

and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122-RELO, 16 March 1998.

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>

GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>

GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>

GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>

GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

1. The several departments and agencies of the Executive branch of the Federal Gov't.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DOD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Gov't dining facility minus the operating cost. See definition of "GOV'T MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are

given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EFFECTIVE DATE OF SEPARATION. The date an employee is separated from Federal service.

EMERGENCY TRAVEL. See *TRAVEL, EMERGENCY*.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee between authorized locations, when:
 - a. Employee travel is authorized by competent authority, and
 - b. The employee is incapable of traveling alone, and
2. May be appointed by the employee's AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See *NON-TEMPORARY STORAGE*.

FAMILY. See *DEPENDENT*.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Gov't expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

1. The individual is subsisted in a Gov't mess or with an organization drawing field rations, and is provided Gov't quarters or is quartered in accommodations normally associated with field exercises, or
NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are

required to pay for rations at the discounted meal rate (basic meal rate.).

2. Students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each United States territory or possession, are separate geographical localities.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Gov't of the United States and the Gov't of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Gov't.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. Quarters (other than Gov't or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters that the Gov't controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Gov't use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Gov't mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See APP O, par. T4040-A2b for information on "Gov't mess available.") by an employee includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Gov't on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Gov't for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Gov't-furnished automobile or a Gov't aircraft.

***GOVERNMENT MEAL RATE.** The daily rate (discount or standard) charged for meals in a Gov't dining facility.

Effective 1 October 2008 this rate also applies to cadets and midshipmen on TDY.

Effective 1 January 2008.

1. Discount Gov't Meal Rate: \$8.35 per day
2. Standard Gov't Meal Rate: \$9.80 per day

NOTE: Also see DISCOUNT GOV'T MEAL RATE.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Gov't official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not Government quarters.

A. Gov't Quarters. The following are Gov't quarters:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Gov't;
2. Lodgings or other quarters obtained by U.S. Gov't contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the U.S. Gov't whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards. Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DOD component regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. See **GOVERNMENT TRAVEL CHARGE CARD.**

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Gov't for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable Gov't document used to procure common carrier transportation services. The document obligates the Gov't to pay for transportation services provided. See **TRANSPORTATION REQUEST.**

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

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by Gov't-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

HIGHEST CONUS M&IE RATE

\$51 Effective for travel by car ferry *on or after 1 January 2005*

\$64 Effective for travel by car ferry *on or after 1 October 2005*

HOUSEHOLD GOODS (HHG) (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in APP A) that legally may be accepted and transported by a commercial HHG carrier.

NOTE 1: See par. C5154-E for articles involving weight additives.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare parts for a POV (see the definition in APP A) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition (B-130583, 8 May 1957); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IBA. Gov't-sponsored contractor-issued Individually Billed travel charge card Account". ***NOTE: Does not apply to any other form of personal credit card.***

IMMEDIATE FAMILY. *See DEPENDENT/IMMEDIATE FAMILY.*

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Gov't employee.

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. 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.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using 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.*

PER DIEM, REDUCED. See **REDUCED PER DIEM.**

PER DIEM TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive orders, and decisions of the Comptroller General of the United States and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC 411 and 1001; DOD Directive 5154.29, 9 March 1993).

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders*

(e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or
2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions *(e.g., McGuire AFB and Ft. Dix)*) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL (PDT). First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. See Chapter 5, Part A.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of a Reserve Component member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reserve Component member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. **NOTE:** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

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

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a Gov't dining facility including the operating cost. See definition of "GOV'T MEAL RATE" for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. C5190. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DOD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization/order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's quarters allowance. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. See *STORAGE IN TRANSIT*.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. (Also see **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. **NOTE:** "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. See Chapter 2 and APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. See Chapter 5, Part D for specific regulations governing PCS HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is IAW Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's financial responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Gov't (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Gov't from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Gov't transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

TRAVEL AUTHORIZATION. *(Also referred to as a travel order.)* A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

B. Limited Open. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See ***NOTE*** below for restrictions.

C. Repeat. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

D. Trip-by-trip. A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

NOTE: *Unlimited Open, Limited Open, and Repeat Travel Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.*

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the Gov't or employed (under 5 USC §5703) intermittently in the Gov't's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or ICW, official Gov't activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

TRAVEL MANAGEMENT CENTER (TMC). See *(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely ICW business of the DOD or the Gov't.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DOD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:*** *A travel request is subject to approval/disapproval by a travel-approving/directing official.*

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See *BAGGAGE, UNACCOMPANIED*.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

UPON SEPARATION FROM FEDERAL SERVICE. *All dates following the date an employee is separated from Federal Service.*

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. *See U.S.-CERTIFICATED AIR CARRIER.*

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a Gov't mess, and
- C. Where there are U.S. Gov't operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

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APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

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

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

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

D. Miscellaneous Expenses Table. Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. Some miscellaneous expenses are authorized for reimbursement by this Appendix; other miscellaneous expenses require AO authorization/approval. Miscellaneous expenses include the following (listed in alphabetical order):

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p><u>ATM Use (Civilian Employee)</u></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM or personal charge card.</p> <p>3. See OSD Comptroller memo dated 19 July 2002, and Volume 9, Ch 3 of the DOD Financial Management Regulations (DODFMR), available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><u>ATM Use (Uniformed Member)</u></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. See OSD Comptroller memo of 19 July 2002 and Volume 9, Ch 3 of the "DOD Financial Management Regulations", available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><u>Baggage, Excess Accompanied (Transportation Cost)</u>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DOD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial</p>	X		X			

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Process in advance of travel. See JFTR, par. U3015 and JTR, par. C2302						
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include: 1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied. 2. <u>Baggage Transfer.</u> Not to exceed the customary local rates, and necessity for the transfer must be explained. 3. <u>Baggage Storage (with explanation).</u> 4. <u>Baggage Checking.</u> Not to exceed the customary local rates. 5. <u>Curbside Baggage Check-in Fee</u> a. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable. b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
Baggage Handling Tips 1. Uniformed Member a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or Gov't) at a transportation terminal. b. <u>Lodging Establishment.</u> Reimbursement is authorized <u>only</u> for transportation-related tips for handling <u>Gov't property</u> at lodging establishments. 2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the incidental expenses portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following: a. A traveler with a disability/special need (see JTR, par. C7460-4), b. Handling of Gov't property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at Gov't expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X	X	X
Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/ debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
Check Cashing. 1. <u>Reimbursable.</u> Fees for cashing U.S. Gov't checks/drafts issued for travel expense reimbursement in a foreign country.	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
2. <u>Not Reimbursable</u> . Fees for cashing salary checks/drafts are not authorized.						
<u>Check Costs</u> . The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
<u>Clerical Assistance</u> . Reimbursable when authorized/approved by the AO.		X		X	X	X
<u>Communication Services</u> . Gov't-owned/leased services should be used for official communications, but when Gov't services are not available commercial communications services may be used. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<u>Computer Connections</u> . Connections (e.g., Internet connection) used for computers to perform official Gov't business are reimbursable when authorized/approved by the AO.		X		X	X	X
<u>Conveyance Costs</u> . Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C).	X	X	X	X	X	X
<u>Currency Conversion Fees</u> 1. <u>Reimbursable</u> . The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement. 2. <u>Not Reimbursable</u> . Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable for gains resulting from currency conversion. 3. <u>Travel Claim Submission</u> . A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. <u>Supplemental Vouchers</u> . A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
<u>Driver (Vehicle) Services</u> . Reimbursable when authorized/approved by the AO.		X		X	X	X
<u>Energy Surcharge Fees</u>	X	X	X	X	X	X
<u>Global Positioning System (GPS) for a Rental Car</u> . <i>The optional Global Positioning System (GPS) for a rental car is not reimbursable.</i>						
<u>Green Card</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<u>GTCC</u> 1. <u>Late Payment Delinquent Fees</u> . Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DODFMR, Volume 9, Ch 3, found in USD© memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. <u>Expedited Delivery</u> . Reimbursable when authorized/approved by the AO.		X		X	X	X
<u>Guide Services</u> . Reimbursable when authorized/approved by the AO.		X		X	X	X
<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/or approved.	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance/POC/rental car.		X		X	X	X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Drv-Cleaning Expenses (Civilian Employee Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
Laundry/Drv-Cleaning Expenses (Uniformed Member Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16). 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Lodging, Dual. Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the lodging portion of the per diem rate for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X			X	
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). 1. <u>Reimbursable.</u> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount. 2. <u>Not Reimbursable.</u> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>	X	X	X	X	X	X
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. Mission-related expenses <i>are not reimbursable.</i> These include batteries, tools, film gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p><u>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</u></p> <p>1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.</p> <p>2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.</p> <p>3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein.</p> <p>4. The AO should consider if the:</p> <p>a. Traveler acted reasonably and prudently in incurring lodging expenses;</p> <p>b. Traveler had a reasonable expectation of the TDY being completed as authorized;</p> <p>c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler’s control; and</p> <p>d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.</p>		X		X	X	X
<p><u>Packer Services.</u> Reimbursable when authorized/approved by the AO.</p>		X		X	X	X
<p><u>Paper Tickets.</u> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet Gov’t requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i></p>	X	X	X	X	X	X
<p><u>Parking Fees at a Terminal.</u> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.</p>		X		X	X	X
<p><u>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</u></p> <p>1. <u>Reimbursement Eligibility</u></p> <p>a. <u>Uniformed Member.</u> Reimbursement authority is for a member who is:</p> <p>(1) Assigned to a foreign OCONUS area,</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (member’s and/or dependents’) as a result of a continued assignment in a foreign OCONUS area, or</p> <p>(3) Emergency Technical Support Personnel. See item 5 below.</p> <p>b. <u>Civilian Employee.</u> Reimbursement authority is for a traveler who is a U.S. citizen:</p> <p>(1) Hired locally or transported to a foreign OCONUS area at Gov’t expense,</p> <p>(2) Serving under a service or renewal agreement, and</p> <p>(3) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (employee’s and/or dependents’) as a result of continued employment in a foreign OCONUS area, or</p> <p>(4) Emergency Technical Support Personnel. See item 5 below.</p> <p>2. <u>Acquired Dependent (Uniformed Member Only).</u> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <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,</p>	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>which can be used to verify the identity of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Fee for Visa, Green card, and Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the United States through land and seaport entry between the United States and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See http://www.state.gov/travelandbusiness/. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Gov't transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations</u>. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at Gov't expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
Personal Expenses . <i>Personal expenses are not reimbursable</i> . These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
*Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
Phone Calls (Official)		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from GSBGA 14554-TRAV, 18 August, 1998).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>						
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Prepaid Phone Cards/Cell Phones. See Communication Services.						
Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Gov't's interest, and a refund is unobtainable.	X	X	X	X	X	X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of Gov't funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Reimbursable when authorized/approved by the AO.		X		X	X	X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
<p>Service and Processing Fees.</p> <p>1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:</p> <p>a. Through a CTO, and</p> <p>b. When a CTO/TMC is not available.</p> <p>2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.</p>	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<u>Tips Aboard Commercial Ships (Uniformed Member Only)</u> . Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
<u>Tips for Handling Gov't Property</u> . Transportation-related tips for handling Gov't property at terminals and lodgings are authorized.		X		X	X	X
<u>Tips, Transportation-Related</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
<u>Transportation to/from Terminal</u> . POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
<u>Travel and Transportation Related Expenses</u> . Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
<u>Value Added Tax (VAT) Certificate</u> . The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
<u>VISA and Photograph Fees for OCONUS Travel</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

PART II: GENERAL CONDITIONS

A. Authorization/Order in Writing (FTR §301-71.107)

1. Policy. A travel authorization/order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Government expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes (FTR §301-71.100). The purposes of a travel authorization/order are to:

- a. Provide the traveler information regarding what expenses are to be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel authorization/order must not be issued for reporting to the first PDS for duty except as in Chapter 4, or for a pre-employment interview/examination except as in Chapter 7, Part D.

4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel authorization/order

if deemed appropriate for fund approval purposes.

b. A travel authorization/order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel authorization/order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

5. Sea Trial Travel Authorization/Order

a. Instead of an individual travel authorization/order, a travel authorization/order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship.

b. The written travel authorization./order must show:

- (1) The per diem authorization,
- (2) the per diem rate,
- (3) duty dates,
- (4) accounting data, and

- (5) the names of the employees assigned to the particular sea trial trip.
- c. A copy of the travel authorization/order must be given to each employee concerned.
- B. Confirmatory Travel Authorization/Order
1. If official travel begins or is performed before a written travel authorization/order is issued, the travel must be pursuant to proper oral, letter, or message authority.
 2. A confirmatory travel authorization/order must:
 - a. Be issued as promptly as possible.
 - b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
 - c. Be initiated by the official who directed the travel.
- C. Blanket Travel Authorization/Order. A blanket TDY travel authorization/order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel authorization/order,
1. Is limited to use within a stated geographical area, and
 2. Is limited to a time period within a fiscal year, and
 3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
 4. Can only authorize economy-class travel. *If travel in premium-class accommodations becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.*
- Expense items requiring specific approval under these regulations also require specific approval. **NOTE: A blanket travel authorization/order is not used in DTS.**
- D. Travel Authorization/Order Amendment
1. Policy. An issued travel authorization/order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:
 - a. Recognize an essential aspect of travel not known in advance,
 - b. Change the period or place of TDY assignment,
 - c. Include omitted pertinent information,
 - d. Change allowances for unperformed travel or duty, and/or
 - e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.
 2. Authorization, Approval and Retroactive Modification
 - a. Allowances may be:
 - (1) Authorized only in advance of travel in some instances and/or
 - (2) approved after travel is completed

- b. See APP A for definitions of “authorize” and “approve”.
- c. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel authorization/order to create, change, or deny an allowance.
- d. Except to correct/complete a travel authorization/order to show the original intent, a travel authorization/order must not be revoked/modified retroactively to create or deny an allowance (24 Comp. Gen. 439 (1944)). (*Ex: It would be improper to amend a travel authorization/order to 'un-authorize' POC travel after travel had been completed that the travel authorization/order had clearly permitted POC use.*)
- e. See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

- a. The amendment effective date is the issuance date unless a later date is specified.
- b. The amendment may indicate retroactive effect under the conditions in par. D1.
- c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.
- d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Authorization/Order

- a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel authorization/order by number, and stating the pertinent changes, additions or deletions, and effective date(s).
- b. Responsible Official. The AO directing an employee’s travel is responsible for amending a travel authorization/order. Before issuing a travel authorization/order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel authorization/order (see APP I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Authorization/Order. If an employee has traveled (or incurred expenses that must be reimbursed) under an issued travel authorization/order, the authorization/order may not be rescinded. However, a travel authorization/order may be rescinded insofar as it applies to unperformed authorized travel.

F. Numbering Travel Authorization/Order. Strict administrative control must be maintained over travel authorization/order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel authorization/order and cite it as reference in related documents and records when necessary. Authorization/order identification must be as prescribed in Service regulations.

G. Authorization (Authentication) of a Travel Authorization/Order (FTR §301-71.3). A travel authorization/order is “authorized” or “authenticated” by affixing the AO’s seal or signature. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel authorization/order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Government-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
- *7. Immunization, passport, visa, and green cards. See APP G.; and
8. Administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

I. Unused Travel Authorization/Order. An unused travel authorization/order must be returned promptly to the AO with an appropriate explanation. That official must have the travel authorization/order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on Travel Authorizations. A travel authorization that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR, 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel authorization/order to expedite processing at rental location).

PART IV: TRAVEL AUTHORIZATION/ORDER PREPARATION

A. TDY Travel

1. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the travel authorization/order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't-discounted rates. DD Form 1610 is available at the following website, <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>

NOTE: DD Form 1610 must not be used for invitational travel or a contractor's travel.

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See APP I, Part 3, par. B for specific information required on all travel authorizations.

Item 4. POSITION TITLE AND GRADE/RATING--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY PURPOSE (See APP H)--Insert one of the applicable standardized purpose categories listed in APP H. ***This is required.***

Item 10.

a. APPROX. NO OF TDY DAYS (***Including Travel Time***)--Self-explanatory. ***NOTE: The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization/order amendment.***

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. ***NOTE: Official travel may begin as many as seven days before or seven days after the indicated departure date.***

Item 11. ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. C4425. ***NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.***

Item 12. TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov'ts advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov'ts advantage or if reimbursement is limited. ***NOTE: Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.***

Item 13. Per Diem--When per diem under the 'Lodgings-Plus' method in par. C4553 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/ authorized, check block 13b, "OTHER RATE OF PER DIEM (***Specify***)" and enter the appropriate rate information. For example:

a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*)"

(1) When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) applies, and the resulting per diem is \$48 (\$86 x 55%), the entry should be "Fixed/flat rate \$48."

(2) When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) would normally apply, but a reduced or higher per diem rate is justified and authorized instead under pars. C4530-D2, C4561-B, and C4550, the entry should reflect the actual rate authorized, for example "Fixed/flat rate \$56."

(3) When anticipated expenses justify a lower per diem rate and a fixed/flat rate of \$60 is authorized under par. C4550-B; the entry should be "Fixed/flat rate \$60."

Also indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-C & C4550-D) for the rate shown.

b. If there is a conference lodging allowance rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*) \$200 Total (Conference Lodging Rate \$150; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on APP R, Part I, par. M).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

Item 15. ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authorization for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. REMARKS--This space is for special authorizations, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statement may or must be use as appropriate to the official travel.

a. Commercial transportation tickets -- "***If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher.***" The preceding statement must be incorporated in the travel authorization/order or attached to the travel authorization/order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. Excess Accompanied Baggage -- "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. C2302.

c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

d. Premium-class Accommodation Authorization -- Indicate the applicable statement when premium-class accommodation is authorized/approved.

(1) First-class air accommodation -- "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See APP H, Part II, Section B.)). Travel has been justified and approved based on JTR, par.

(insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and APP H, Part II, Section B; or

(2) Business-class air accommodations -- "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See APP H, Part III, Section A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E, and APP H, Part II, Section A.

NOTE: Only an official, designated IAW par. C2204-B2a, has authorization/approval authority for first-class accommodations and par. C2204-B2b for business-class accommodations.

e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE: These instructions are for the traveler and do not carry any reimbursement authority.***

f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, civilian employee).

(1) Cite par. C7100 or C7105 when traveling as an attendant or escort for a Service member's dependents.

(2) Cite par. C7800 when traveling as family member of a seriously ill or injured Service member.

g. GTCC -- See DODFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a GTCC is not accepted or cannot be used. See also par. C1100-B.

h. Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (APP R, Part II, par. M) if a registration fee is authorized.

i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov'ts advantage (Chapter 2, Part D).

k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).

l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov'ts advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov'ts advantage. See par. C2001-A1. (Ex: Air travel is apparently to the Gov'ts advantage but air travel is medically precluded. The authorization/ order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

m. Permissive Travel at No Expense to the Gov't -- Indicate "This travel authorization is issued in the DOD's interest but is voluntary (permissive) in nature. ***If used, it must result in no travel and/or transportation-related cost to the U.S. Gov't.*** The employee is financially responsible for all travel and transportation expenses." ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.

n. Conference Lodging Allowance -- Indicate "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority***

making the determination) if a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see APP R, Part I, par. H) is authorized. Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

*o. Communication Services -- Include the dollar amount/call for authorized calls home. See APP G.

p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

q. Pet Transportation -- Include the following statement on an authorization/order for travel to foreign locations and back to the U.S.

NOTICE (see par. C5400): A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. An FWS fact sheet is at, <http://international.fws.gov/pdf/pe.pdf>; to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species, go to: <http://forms.fws.gov/3-200-46.pdf>.

r. Fly America Act -- Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the travel authorization, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Chapter 7, Part M and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under Chapter 7, Part M.", and include the dependent's name. *(An ITA is used to authorize EVT transportation for a dependent traveling without the employee.)*

Item 17. TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal travel authorization.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see APP A) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (*Title and signature*). Other than the official signing in block 17, show the travel authorization-issuing organization and address in addition to the AO's title and signature.

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

NOTE: Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

3. Distribution. See APP I, Part 2. par. H.

B. Permanent Duty Travel

1. General. The REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and authorization/order for all official PCS/TCS travel by an employee and family. See APP I, Part 3, par. F2. DD Form 1614 is available at the following website:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

NOTE 1: DD Form 1614 must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DOD component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. C4113. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

2. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See APP I, Part 3, par. B for specific information required on all travel authorizations.

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty travel.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses--This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/ disbursing activity IAW Service/Agency finance policy. Authorization for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Chapter 5, Part J.

Item 22. Accounting Citation--Show fiscal data IAW regulations of the DOD component concerned. *Please ensure that funds are obligated against the PCS/TCS travel authorization.* For Transportation Account Codes (TACs) for DOD personnel see DOD 4500.9-R, Volume 2. TAC codes: Army see website https://www.daas.dla.mil/tac_inq/tac_menu.html, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Item 23. (Travel-)Approving(/Directing) Official—See APP A. Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO--See APP A. Indicate the authorization-issuing organization, address, signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.
- b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.
- c. Premium-Class Accommodation--Indicate the applicable statement when premium-class accommodation is authorized/approved.

(1) First-class air accommodations-- "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See APP H, Part II, Section B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and APP H, Part II, Section B, or

(2) Business-class air accommodations-- "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See APP H, Part III, Section A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and APP H, Part II, Section A.

NOTE: Only an official, designated IAW par. C2204-B2a, has authority for first-class accommodations authorization/approval and par. C2204-B2b for business accommodations authorization/approval.

d. Transportation Mode--Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov'ts advantage when the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This helps to justify travel reimbursement based on the transportation

mode authorized on the travel authorization, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov'ts advantage. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The travel authorization/order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

e. ATM Advance--Indicate the amount authorized for ATM advance against the GTCC. See par. C1100-A.

f. Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).

g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

h. POC Use Is Not to the Gov'ts Advantage—Indicate when POC travel is not to the Gov'ts advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov'ts advantage, a statement must be placed on the travel authorization/order that Gov't-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't-procured air transportation (plus appropriate per diem). See par. C2165.

i. Include the following endorsements/statements on an authorization/order for travel to foreign locations and back to the U.S.

(1) Fly America Act--Include the endorsement required by par. C2204-C3 when commercial non-U.S.-certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the travel authorization, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

(2) Pet Transportation--Include the following statement on a travel authorization/order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. The website for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf>; to get an application for travel with a pet bird and any other Convention on International Trade in Endangered Species (CITES) listed species, go to: <http://forms.fws.gov/3-200-46.pdf>. See, par. C5400."

3. Distribution. See APP I, Part 2, par. H.

4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

T4000 INTRODUCTION

This APP describes the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and other non-DOD Gov't employee who is working for DOD and is paid travel allowances funded by DOD. The activities authorized to use this APP are listed at the end of this APP, and under the conditions cited in JFTR, par. U1039, and JTR, par. C1001-B. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. This APP is to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Ch 7 for a uniformed member and JTR, Ch 7 for a civilian employee are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready Reserve Component member authorized muster duty allowance,
5. A Midshipman and cadet,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying members of Congress and Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chs 4. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD Gov't employee who is working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this APP are found in par. T4070. *The provisions of this APP must not be supplemented.*

NOTE 1: See JFTR/JTR, APP E for Invitational Travel Authorizations.

NOTE 2: This APP is not used for evacuations.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow

the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Gov't mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler is to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (see JFTR, par. U2010 and JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger IAW TRANSCOM policy. Gov't and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
 - a. Who does not use a CTO or the GTCC to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
 - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.
 - (1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or
 - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR, pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*
 - c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,

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

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DOD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DOD Component/Service regulations for CTO use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (see par. T4005).

b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

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

B. Requirements

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

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

2. All travel arrangements must be made IAW:

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

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

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Type of Travel. The AO may direct travel by any mode (e.g., Gov't or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. **Commercial Transportation.** The Services must require that the CTO/TMC arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, **NOTE 1** and JFTR, par. U4326, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize business- or first-class accommodations use.

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

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

When the AO has not authorized special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

NOTE:

1. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***
3. ***Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and***

damage insurance coverage for the traveler and the Gov't, and should not be rented for official Gov't travel. Usually, there is at least one company listed that has a vehicle necessary for official Gov't travel and this company should be used.

D. Gov't Transportation

1. The TO arranges international Gov't airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides Gov't ground transportation. (Within the Navy, Gov't vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Gov't transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Gov't servicing for the vehicle whenever possible. When Gov't servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. Privately Owned Conveyance. When the AO authorizes a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) but the amount is limited to the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020, or JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Gov't expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Gov't, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Gov't vehicle (other than Gov't/Gov't-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Gov't would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see APP A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to and from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

*The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related miscellaneous expenses (see APP G) if the AO authorizes them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

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

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

c. Civilian Employee

(1) *A civilian employee may not be ordered/required to use Gov't quarters, nor may the lodging reimbursement simply be limited to the Gov't quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Gov't quarters availability (e.g., through their CTOs), and is encouraged to use those quarters when TDY to a U.S. Installation. *However, if Gov't quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Gov't quarters cost. Reduced per diem rates can only be established before travel begins.*

(2) The head of a DOD Component (see APP A) concerned may authorize zero per diem or per diem rates in lesser amounts than those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD Component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or part of an authorization/order amendment covering a prospective period after the authorization/order modification), travel authorization/order, modified after the fact, prescribing per diem rates different from those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or the Secretary Concerned and for *only a uniformed member* (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. The traveler is to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE 1: *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The maximum amount allowed for lodging in foreign countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs

are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat “token” amount.* See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).*

NOTE 2: *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF>).*

NOTE 3: *A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Ch 4, Part C or JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and*

JTR, par. C4555-G do not apply when the residence is purchased.

NOTE: *A member/civilian employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBGA_16699.htm).*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Gov't mess availability. The two rates are either the Gov't meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Gov't mess is available only if: Gov't lodging on a U.S. installation is available and the command controlling the mess has made the mess available to the traveler. A Gov't mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.*

NOTE: *In circumstances in which adequate Gov't quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.*

c. When the Gov't purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the Gov't." The traveler must indicate on the Trip Record how many meals were free

(purchased by the Gov't) and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167 and JTR, par. C4554-B.

3. **Incidental Expenses (IE).** The traveler is paid an incidental expenses allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Gov't quarters use by a uniformed member is directed and if one of the two M&IE rates based on Gov't mess availability is appropriate. ***Gov't quarters use and/or Gov't mess may not be directed for a civilian employee. See par. T4040-A1c.***

2. In some situations, the Secretary Concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Gov't mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Gov't messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Gov't meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
<u>Subsist Ashore</u>			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Gov't Lodging and Gov't Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for Gov't Meals
	Gov't Lodging and Gov't Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for Gov't Meals at Discount Meal Rate 2/
	Gov't Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for Gov't Meals
Essential Unit Messing	Gov't Lodging and Use of Gov't Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for Gov't Meals at Full Meal Rate
Field Duty	Gov't Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for Gov't Meals at Full Meal Rate
<u>Subsist Aboard U.S. Gov't Ship 3/</u>			
TDY	Gov't Lodging and Gov't Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for authorization/order type and payment guidelines.

NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Gov't vehicle, public transportation paid for by the command, or a POC may be used.
- c. See. JFTR, par. U3320 and JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
 - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
 - g. Commercial transportation expense reimbursement is authorized/ approved *only* if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
 - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
 - i. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).
2. **Meals.** With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *See JFTR, par. U4510 for occasional meals authority.*

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

*E. Miscellaneous Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. Gov't vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Gov't vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to a Reserve Component member on active/inactive duty under an authorization/order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, Reserve Component member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. A Reserve Component member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) a year. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is a Reserve Component member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Select Reserve member of the Ready Reserve, travel expense reimbursement may be authorized under par. T4045-G. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. A Reserve Component member at an AT site when both Gov't quarters and meals are available; however, the member is authorized reimbursement for the Gov't quarters cost. If Gov't quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. A Reserve Component member on active duty without pay;
3. A newly enlisted member undergoing training when both Gov't quarters and meals are available;
4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. A Reserve Component member who commutes daily or the AO determines can commute except for

authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. A Reserve Component member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;

7. A Standby Reserve Component member voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Selected Reserve member of the Ready Reserve for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Selected Reserve member of the Ready Reserve (***and not just any*** Reserve Component member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's Reserve Component with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip***.

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and

other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. **Lodging and Meals.** The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate for the area concerned.

NOTE:

1. The maximum amount allowed for CONUS or non-foreign OCONUS area lodging does not include an amount for lodging tax. Tax on CONUS or non-foreign OCONUS area lodging is a separately reimbursable miscellaneous travel expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum amount allowed for foreign OCONUS area lodging includes an amount for lodging tax. Tax on foreign OCONUS area lodging is not separately reimbursable.

3. Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

H. **Summary of Allowances for A Reserve Component Member**

1. **Table 1 - Active Duty with Pay**

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov't qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. **Table 2 - Active Duty without Pay**

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for a Reserve Component Standby Reserve member.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Gov't quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Gov't quarters for purposes of this table.

7/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ See par. T4045-G for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. **Getting a Cost Estimate.** Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. **Tailoring the Trip.** The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. **Getting Authorization for Travel.** The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. **The Travel Packet.** The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Gov't transportation if the CTO does not provide this service.

5. **Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling.** The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to

official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. EFT is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:

(a) Direct electronic transfer to the GTCC company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the GTCC company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:

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

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

c. Is financially responsible to purchase a replacement ticket;

d. Must not be reimbursed for the purchase of a replacement ticket until the Gov't has received a refund for the lost/stolen ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Gov't is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

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

T4060 AO'S RESPONSIBILITIES

A. General. AOs have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, APP H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Gov't negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on city-pair flight use. See APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTE:

1. If business-class seating is provided at Gov't expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Gov't expense.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

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

5. *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Gov't-funded business accommodations with arrival on the day the TDY starts.*

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Gov't funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. *U.S.-certificated carriers are not "available" if:*

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** See the *Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.*

NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBGA 16632-RELO, 15 July 2005)).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. *However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.* The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Gov't. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the Gov't's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Gov't mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases,

an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR and JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private

vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this APP with “approve.”

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is Gov’t-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler’s PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and

disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

T4075 ACTIVITIES AUTHORIZED TO USE APP O

NOTE: Use of APP O is mandatory for those locations at which DTS has been fielded. Until DTS is implemented at these site, use of APP O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.
2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	13 May 1996
	U.S. Army Forces Command, Ft. McPherson, GA	13 Aug 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	25 Jun 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	01 May 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	17 Jun 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	01 Oct 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	20 Jun 1996 31 Mar 1997
	PSA, Norfolk, VA	20 Jun 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	20 Jun 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	20 Jun 1996
	NPGS, Monterey, CA	20 Jun 1996
	Naval Undersea Warfare Center Div, Newport, RI	20 Jun 1996
U.S. Marine Corps	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	20 Jun 1996 31 Mar 1997
	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	02 May 1996
	Dover AFB, DE	23 Apr 1996
	Peterson AFB, CO	01 Mar 1997
	Randolph AFB, TX	15 Apr 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	05 Jun 1996
	Hill AFB, UT	24 Mar 1997
	Mountain Home AFB, UT	24 Mar 1997
	Niagara Falls Air Reserve Station, NY	24 Mar 1997
Washington Headquarters Services	Designated organizations	01 Apr 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	05 Jun 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (Discontinued)	01 May 1996 31 Mar 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	05 Jun 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	01 May 1996
National Security Agency (NSA) [2]	Fort Meade, MD	01 Mar 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	01 Jun 1996
Organization of the Joint Chiefs of Staff	Washington, DC	01 May 1996
Defense Information Systems Agency	Washington, DC	16 Jun 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	15 Jul 1997

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