JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 269

Arlington, VA 1 May 2009

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 May 2009 unless otherwise indicated.

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This change includes all material written in the following MAP items: 141-08(E); 2-09(I); 13-09IE); 18-09(I) through 21-09(I); and 22-09(I).

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

This cover page replaces the Change 268 cover page.

BRIEF OF REVISION

These are the major changes made by Change 269:

INTRODUCTION (Changes, Feedback Reporting, How to Get to the JFTR); U1007-A1; U1010-A; U2025-A; U4100; U4105-D, I4; U4127-A, B; U4129-A; U4147-A; U4149-A; U4151-A, D2; U4157; U4159-A; U4163; U4165-A, B, C; U4167-A, B; U4173-B, C; U4177; U4179-A8, B; U4183 Footnote 3; U4200; U4205; U4235-A, B; U4240; U4250; U4265-A, B; U4510-B; U5105-E, NOTE; U5106 Example 2, 3, 4; U5210-D; U5240-C7, NOTE; U5242-A4b; U5258-E; U5720-E Step 1, NOTE; U6005-D1, F3, G Note 1, Example 1, 2, 3; U6054-D, F1, Note 1; U7160-C2; U7225-C1, 3; U7226-C; U7752; U7960-D; U8004-A; U9135; U9150-B3; U9185-B, E (Step 1), H (Example 1, 2, 3, 4, 5, 6, 7, 8); U9195-C, Example 1, 2, 3, & 4; U10002-B; U10008-A; U10022-A, B, C & D; U10024-A1, B3a; U10026-B4; U10028-A3; U10030; U10106-E; U10416-C; U10428-A1, A2; APP A, PART I (Definitions for Per Diem Allowance, Promotional Meal Rate, Standard CONUS Per Diem Rate); APP A, PART II (Adds IE, MHA); APP B; APP D; APP E2; APP F, Part 2, A; APP J, Part 1-D, E, F, G, COLA Calculation Example; APP J, PART 2-A, B2; APP J, Part 3; APP K, Part 1-A, B, C, D, F (Example 1); APP K, PART 2-A; APP N, Part 1-D3; APP O (pars. T4010; T4040-A1c(2), Note 1, 2; T4045-G2b, Note; T4060-B22); APP R, Part II-E1, J1. Updates PDTATAC contact information.

U1010-B5a, U2300-B6, and U5320-D. Updates Advance of Funds References.

U1010-5B and U1045-B. Updates references in JFTR, Ch 1, Part A.

U2140-B6; U3405; U3500-D; U4135-B; U4135-D, Examples 1 & 2; U4175-A2 NOTE; U4176; U5102; U5242-A4d; U7225-A; U7451-A1d; U7970-A; U7980-A; APP A, definition of Per Diem Allowance; APP E, Part I, par. C7; APP G; APP O, pars. T4040 and T4040-E; APP R, Part II, par. E, title only; APP R, Part II, par. E4. Renames Miscellaneous Expenses as Miscellaneous Reimbursable Expenses to avoid confusion with the Miscellaneous Expense Allowances (MEA) for employees PCS.

U4177, APP A, Part II; APP O, pars. T4040-A1c(2) and T4060-B12. Changes the authority to authorize a fixed per diem in JTR, par. C4550-C to authority for a reduced per diem rate. A reduced per diem rate still requires lodging receipts and can be reduced for M&IE only. This proposed change also changes JFTR/JTR, Chs 4 to allow an amendment covering a prospective period as in APP O, rather than requiring the reduced rate be determined before travel begins.

U5310-C**,** Appendix A (Part I) Household Goods (HHG), Organizational Clothing and Individual Equipment (OC&IE), Professional Books, Papers, And Equipment (PBP&E) definitions. Defines PBP&E to include GOV'T or Service-owned organizational clothing and individual equipment (OC&IE) accountable property issued to civilian employee or uniformed member for official use.

U5440-D. Corrects reference from U5710-A to U5410-A.

APP A (Part II). Adds the following acronyms: DAS, DIA, DON, IE, MHA, and OC&IE.

APP Q1. Updates tour lengths for service members assigned to Korea.

Effective 1 June 2009, the "Sheets-in-Force" pages will be renamed to "Record of Changes." Future changes will be organized by section/part and will no longer be listed by page changes. The Record of Changes will be displayed in a table format showing current and historical changes, designed to assist readers in verifying the currency of the volume.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 269

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, 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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
265	Title-i	267	U3D-5	269	U5-i	269	U5C6-7	269	U5E1-9
269	CL-i	269	U3E-1	269	U5-iii	269	U5C6-9	269	U5E1-11
269	SIF-i	269	U3E-3	269	U5-v	269	U5C6-11	269	U5E1-13
269	Intro-i	269	U3F-1	269	U5-vii	269	U5C6-13	265	U5E2-1
269	Intro-iii	269	U3F-3	269	U5-ix	265	U5C7-1	265	U5E2-3
269	TOC-i	264	U3G-1	269	U5-xi	265	U5C7-3	265	U5E2-5
269	TOC-iii	269	U4-i	269	U5-xiii	265	U5C7-5	265	U5E2-7
269	TOC-v	269	U4-iii	269	U5-xv	269	U5D1-1	265	U5F-1
269	U1-i	269	U4-v	264	U5A-1	269	U5D1-3	265	U5F-3
269	U1A-1	269	U4-vii	264	U5A-3	269	U5D1-5	265	U5F-5
269	U1A-3	265	U4A-1	264	U5A-5	269	U5D1-7	265	U5F-7
269	U1A-5	269	U4B-1	269	U5B1-1	269	U5D1-9	265	U5F-9
269	U1A-7	269	U4B-3	269	U5B2-1	269	U5D2-1	265	U5F-11
264	U1B-1	269	U4B-5	269	U5B2-3	269	U5D2-3	268	U5G1-1
264	U1C-1	269	U4B-7	269	U5B3-1	269	U5D2-5	265	U5G2-1
264	U1D-1	269	U4B-9	264	U5B4-1	268	U5D3-1	265	U5G2-3
264	U2-i	269	U4B-11	264	U5B5-1	268	U5D3-3	265	U5G3-1
269	U2A-1	269	U4B-13	267	U5B6-1	264	U5D4-1	265	U5G3-3
269	U2A-3	269	U4B-15	267	U5B6-3	264	U5D4-3	269	U5H-1
269	U2B-1	269	U4B-17	264	U5B7-1	264	U5D4-5	269	U5H-3
269	U2B-3	269	U4B-19	264	U5B7-3	264	U5D4-7	269	U5H-5
269	U2B-5	269	U4B-21	264	U5B8-1	264	U5D4-9	269	U5H-7
264	U2C-1	269	U4B-23	264	U5B8-3	268	U5D5-1	269	U5H-9
264	U2C-3	269	U4B-25	264	U5B8-5	268	U5D5-3	268	U5I-1
269	U2D-1	269	U4B-27	264	U5B9-1	268	U5D6-1	264	U5J-1
264	U2E-1	269	U4B-29	264	U5B9-3	268	U5D6-3	264	U5J-3
264	U2F-1	269	U4C-1	264	U5C1-1	268	U5D7-1	264	U5J-5
264	U2G-1	269	U4C-3	264	U5C1-3	268	U5D7-3	264	U5J-7
268	U2H-1	269	U4C-5	264	U5C2-1	263	U5D8-1	264	U5J-9
269	U3-i	269	U4C-7	269	U5C3-1	263	U5D8-3	264	U5J-11
269	U3-iii	269	U4C-9	269	U5C3-3	263	U5D8-5	263	U5R-1
264	U3A-1	265	U4D-1	269	U5C3-5	263	U5D9-1	267	U6-i
264	U3A-3	265	U4D-3	269	U5C3-7	263	U5D9-3	267	U6-iii
264	U3B1-1	265	U4D-5	264	U5C4-1	263	U5D10-1	264	U6A1-1
264	U3B1-3	265	U4E-1	264	U5C4-3	263	U5D10-3	264	U6A1-3
264	U3B2-1	269	U4F-1	264	U5C4-5	268	U5D11-1	264	U6A1-5
264	U3B2-3	265	U4G-1	264	U5C4-7	268	U5D11-3	264	U6A2-1
264	U3B2-5	265	U4H-1	264	U5C4-9	268	U5D11-5	264	U6A2-3
264	U3B2-7	265	U4H-3	264	U5C4-11	263	U5D12-1	269	U6A3-1
264	U3B2-9	265	U4H-5	266	U5C5-1	263	U5D12-3	269	U6A3-3
264	U3B3-1	265	U4H-7	266	U5C5-3	263	U5D12-5	269	U6A3-5
264	U3B4-1	265	U4H-9	266	U5C5-5	269	U5E1-1	269	U6A3-7
264	U3C-1	265	U4I-1	269	U5C6-1	269	U5E1-3	269	U6A3-9
267	U3D-1	265	U4I-3	269	U5C6-3	269	U5E1-5	269	U6A3-11
267	U3D-3	265	U4J-1	269	U5C6-5	269	U5E1-7	263	U6A4-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
263	U6A4-3	265	U7T-1	266	U10C-3	266	F1-3	269	O-27
263	U6A5-1	269	U7U-1	266	U10D-1	269	F2-1	267	P-i
267	U6A6-1	265	U7V-1	266	U10D-3	269	G-1	267	P1-1
267	U6B1-1	265	U7W-1	268	U10E1-1	269	G-3	267	P2-1
267	U6B1-3	265	U7X-1	268	U10E1-3	269	G-5	267	P2-3
267	U6B1-5	269	U7Y-1	263	U10E2-1	269	G-7	267	P2-5
265	U6B2-1	269	U7Z1-1	263	U10E2-3	269	H-i	267	P2-7
269	U6B3-1	269	U7Z2-1	263	U10E3-1	266	H1-1	263	Q-i
269	U6B3-3	265	U8-i	263	U10E4-1	266	H2A-1	269	Q1-1
269	U6B3-5	269	U8-1	263	U10E4-3	266	H2B-1	269	Q1-3
269	U6B3-7	269	U8-3	263	U10E5-1	266	H2C-1	269	Q1-5
269	U6B3-9	269	U8-5	263	U10E5-3	266	H2C-3	269	Q1-7
265	U6B4-1	269	U8-7	263	U10E5-5	266	H3A-1	269	Q1-9
265	U6B4-3	269	U8-9	263	U10E6-1	266	H3B-1	263	Q2-1
265	U6B5-1	269	U8-11	263	U10E7-1	266	H3B-3	268	Q3-1
266	U6B6-1	269	U8-13	263	U10E7-3	266	H4A-1	268	Q3-3
265	U7-i	269	U8-15	263	U10E7-5	266	H4B-1	263	Q4-1
265	U7-iii	264	U9-i	263	U10E8-1	266	H4C-1	267	R-i
265	U7-v	264	U9-iii	269	U10E9-1	266	H4D-1	267	R1-1
265	U7-vii	268	U9A-1	269	U10E9-3	266	H4E-1	267	R1-3
267	U7A-1	269	U9B-1	263	U10E10-1	266	H4F-1	269	R2-1
264	U7B-1	269	U9B-3	268	U10E11-1	266	J-i	269	R2-3
265	U7C-1	269	U9B-5	268	U10E11-3	269	J1-1	263	S-1
265	U7D-1	269	U9C1-1	263	U10E12-1	269	J1-3	263	S-3
265	U7E-1	269	U9C1-3	269	U10E13-1	269	J2-1	267	T-i
264	U7F1-1	264	U9C2-1	269	U10E13-3	269	J3-1	267	T-1
264	U7F1-3	264	U9C2-3	269	U10E13-5	266	K-i	267	T-3
265	U7F2-1	264	U9C3-1	269	U10E13-7	269	K1-1	267	U-1
265	U7F3-1	264	U9C4-1	269	A1-1	269	K1-3	267	V-1
269	U7G-1	264	U9C5-1	269	A1-3	269	K1-5	267	V-3
269	U7G-3	269	U9C6-1	269	A1-5	269	K2-1	267	V-5
269	U7G-5	269	U9C6-3	269	A1-7	266	K3-1		
269	U7G-7	269	U9C6-5	269	A1-9	266	K4-1		
269	U7G-9	269	U9C6-7	269	A1-11	267	L-i		
269	U7G-11	269	U9C7-1	269	A1-13	267	L-1		
267	U7H1-1	269	U9C7-3	269	A1-15	267	L-3		
267	U7H1-3	266	U9D-1	269	A1-17	267	L-5		
267	U7H1-5	266	U9D-3	269	A1-19	267	L-7		
267	U7H1-7	263	U10-i	269	A1-21	267	M-1		
267	U7H1-9	263	U10-iii	269	A1-23	267	N-i		
267	U7H1-11	263	U10-v	269	A1-25	269	N1-1		
267	U7H1-13	263	U10-vii	269	A1-27	269	N1-3		
269	U7H2-1	269	U10A-1	269	A1-29	267	N2-1		
269	U7H2-3	269	U10A-3	269	A1-31	263	O-i		
264	U7I-1	269	U10A-5	269	A2-1	269	O-1		
264	U7I-3	269	U10A-7	269	A2-3	269	O-3		
267	U7J-1	269	U10A-9	269	B-1	269	O-5		
267	U7J-3	269	U10A-11	269	D-1	269	O-7		
265	U7K-1	269	U10A-13	266	E-i	269	O-9		
265	U7L-1	269	U10A-15	269	E1-1	269	O-11		
265	U7M-1	269	U10A-17	269	E1-3	269	O-13		
265	U7N-1	269	U10B-1	269	E1-5	269	O-15		
269	U7O-1	269	U10B-3	269	E2-1	269	O-17		
265	U7P-1	269	U10B-5	269	E2-3	269	O-19		
264	U7Q-1	269	U10B-7	263	E3-1	269	O-21		
263	U7R-1	269	U10B-9	266	F-i	269	O-23		
264	U7S-1	266	U10C-1	266	F1-1	269	O-25		

INTRODUCTION TO

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)

FOR UNIFORMED SERVICE MEMBERS

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

PURPOSE AND AUTHORITY

This Volume's regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DOD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DOD Directive 5154.29.

If there is a headquarters dispersal, each Committee member has authority to prescribe the allowances in these regulations. Each Committee member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)//BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. At that time, the Committee is again vested with the regulation-issuing authority.

The JFTR is issued under the following authorities:

1. The USC, primarily sections found in title 37 (especially those sections concerning travel and transportation allowances in Chapter 7) and Title 10;

2. DOD directives, such as DODD 1315.7, 1327.5, and 5154.29, and DODI instructions such as DODI 1315.18, and 1327.6; and

3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS

Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DOD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

VOUCHER SETTLEMENT APPEAL

A member appealing a travel voucher settlement must submit the appeal via the local servicing finance office (i.e., the office that made the payment) IAW guidance provided by that Service and IAW detailed procedures set forth in

DODI 1340.21, effective 12 May 2004. ***http://www.dtic.mil/whs/directives/corres/pdf/134021p.pdf***. It is the member's responsibility to properly submit the travel voucher.

DOHA is the final appeal authority. A member must first submit the appeal via the proper Service address or the direction below. An appeal sent directly to DOHA is not properly submitted.

1. Army/Air Force/Marine Corps: DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700

2. Navy: DFAS-PTCA/CO, PO Box 182317, Columbus, Ohio 43218-2317

3. Coast Guard: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001

4. NOAA Corps: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333

5. U.S. Public Health Service: Submit to the proper Operating Division IAW guidance provided by Service agreement.

The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

APPEAL PROCESS

An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DOD. See DODI 1340.21, effective 12 May 2004. A copy of the request should be sent to the PDTATAC Division Chief.

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the GOV'T Accountability Office (GAO – formerly the General Accounting Office), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

For DOHA information/decisions visit their website at: ***http://www.defenselink.mil/dodgc/doha/.***
For GSBCA decisions visit their website at: ***http://www.gsbca.gsa.gov/***.
For CBCA decisions visit their website at: ***http://www.cbca.gsa.gov***.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JFTR is coordinated with that of the JTR. The letter "U," precedes a JFTR 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing existing paragraph numbering.***

Paragraph: U5310-B2a(1)(a)

Volume 1 . . . . . .
Chapter 5 . . . . . .
Paragraph 310 . . . . . .
Subparagraphs . . . . . .

JFTR references and citations should be in the following format:

JFTR, par. U5310
JFTR, par. U5310-A
JFTR, par. U5310-A1
JFTR, par. U5310-A1a
JFTR, par. U5310-A1a(1)(a)
JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JFTR, par. U5310-A2
JFTR, par. U5310-B4a

The most specific reference should be used.

CHANGES

Uniformed Travel Determinations (UTDs) make changes to the JFTR. A UTD is effective on its indicated date. The change in a UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chair, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, changes reflect the specific effective date.

Published JFTR changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations memoranda included in a published change are shown on the cover sheet of the published change.

New or revised provisions appearing on a change page are indicated by a symbol placed next to the new or revised portion.

*Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS per diem rates.

FEEDBACK REPORTING

Recommendations for JFTR changes should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;

2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;

3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103;

4. Air Force - Through appropriate command channels to: HQ USAF/A1PA, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061; or

*8. Office of the SECDEF and other DOD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

***HOW TO GET THE JFTR**

JFTR material may be downloaded and printed from the following website:
http://www.defensetravel.dod.mil/perdiem/trvlregs.html **.**

JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

VOLUME 1

UNIFORMED SERVICE PERSONNEL

CHAPTER 1	**APPLICABILITY AND GENERAL INFORMATION**
PART A	APPLICABILITY AND GENERAL INFORMATION
PART B	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART C	MISCELLANEOUS REIMBURSABLE EXPENSES
PART D	ISSUANCE OF MEAL TICKETS
CHAPTER 2	**ADMINISTRATION AND GENERAL PROCEDURES**
PART A	TRAVEL POLICY
PART B	TRAVEL AUTHORIZATIONS/ORDERS
PART C	TRAVEL STATUS
PART D	ADVANCE OF FUNDS
PART E	RESERVED
PART F	TRAVEL CLAIMS AND RECEIPTS
PART G	RESERVED (SEE APP R)
PART H	MILEAGE AND MALT RATES
CHAPTER 3	**TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL**
PART A	APPLICABILITY AND GENERAL RULES
PART B	TRAVEL BY COMMON CARRIER
Section 1	General
Section 2	Commercial Air Transportation
Section 3	Commercial Ship Transportation
Section 4	Train Transportation
PART C	TRAVEL BY GOV'T CONVEYANCE
PART D	TRAVEL BY POC
PART E	TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE
PART F	LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION
PART G	PARKING EXPENSES FOR CERTAIN MEMBERS
CHAPTER 4	**TEMPORARY DUTY TRAVEL (TDY)**
PART A	RESERVED
PART B	PER DIEM ALLOWANCE
PART C	ACTUAL EXPENSE ALLOWANCE (AEA)
PART D	ALLOWABLE TRAVEL TIME FOR TDY TRAVEL
PART E	GOV'T DINING FACILITY/MESS USE/AVAILABILITY
PART F	*OCCASIONAL MEALS AND QTRS
PART G	ITDY - TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL
PART H	HHG SHIPMENT AND STORAGE UNDER A TDY AUTHORIZATION/ORDER
PART I	REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR
PART J	TRAVEL ADVANCES
CHAPTER 5	**PERMANENT DUTY TRAVEL**
PART A	APPLICABILITY AND GENERAL RULES

PART B	MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE
Section 1	General
Section 2	Travel and Transportation Options
Section 3	PCS Examples - Lodgings and 'Malt-Plus' Per Diem
Section 4	Travel Restrictions
Section 5	Per Diem for PCS Travel when Gov't or Commercial Transportation Used
Section 6	PCS to, from, or Between OCONUS Points
Section 7	Travel and Transportation Allowance Under Special Circumstances
Section 8	Separation from The Service or Relief From Active Duty Except for Discharge With Severance or Separation Pay
Section 9	Allowable Travel Time Computation
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
Section 1	General
Section 2	Travel and Transportation for a Dependent Relocating for Personal Safety
Section 3	Miscellaneous Travel Factors
Section 4	Various Unique PCS Situations
Section 5	Various Separations
Section 6	Unusual/Emergency Circumstances
Section 7	Dependent Student Transportation
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)
Section 1	General
Section 2	Transportation Methods
Section 3	Net Weight and Excess Charges
Section 4	Transportation under Various Situations
Section 5	Local Short Distance Moves
Section 6	Separation from the Service or Relief from Active Duty Except for Discharge with Severance or Separation Pay
Section 7	Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
Section 8	HHG Transportation under Unusual or Emergency Circumstances
Section 9	HHG Transportation when a Member is Officially Reported as Dead, Injured, Ill, Absent for More than 29 Days in a Missing Status, or upon Death
Section 10	Storage in Transit (SIT)
Section 11	Non-Temporary Storage (NTS)
Section 12	Authorized Locations and Authorized Limits Related to PCS
PART E	POV TRANSPORTATION AND STORAGE
Section 1	POV Transportation
Section 2	POV Storage When POV Transportation to a Foreign/Non-Foreign PDS is not Authorized or Storage ICW Contingency Operation TDY
PART F	MOBILE HOME TRANSPORTATION
PART G	DISLOCATION ALLOWANCE (DLA)
Section 1	General
Section 2	Authorization Factors
Section 3	DLA Rates
PART H	TLE ALLOWANCE WITHIN CONUS
PART I	PET QUARANTINE
PART J	EARLY RETURN OF DEPENDENTS
CHAPTER 6	**EVACUATION ALLOWANCES**
PART A	AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)
Section 1	General
Section 2	Dependent Transportation

Section 3	Safe Haven Allowances for a Command-Sponsored Dependent and a Dependent Student
Section 4	HHG Transportation
Section 5	POV Transportation
Section 6	Miscellaneous Allowances
PART B	AUTHORIZED OR ORDERED MOVEMENTS WITHIN CONUS
Section 1	General
Section 2	Dependent Transportation in Various Situations
Section 3	Safe Haven Allowance
Section 4	HHG Transportation
Section 5	POV Transportation
Section 6	Miscellaneous Allowances

CHAPTER 7	**TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES**
PART A	TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN
PART B	TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS
PART C	RECRUITING EXPENSE REIMBURSEMENT
PART D	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
PART E	WITNESS TRAVEL
PART F1	TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS
PART F2	TRAVEL WHEN PER DIEM NOT AUTHORIZED
PART F3	MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS
PART G	TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY
PART H1	LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002
PART H2	REIMBURSEMENT FOR LODGING WHILE ON LEAVE
PART I	MEMBER TRAVEL ICW PHYSICAL EXAMINATION OR ILLNESS
PART J	REST AND RECUPERATIVE (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION
PART K	TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD
PART L	RESERVED (SEE PAR. U1005)
PART M	MEMBER WHOSE ENLISTMENT IS VOIDED
PART N	ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS
PART O	MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
PART P	TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS
PART Q	TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS
PART R	TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS
PART S	TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT
PART T	RESERVED (SEE APP E)
PART U	REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF
PART V	MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS
PART W	RESERVED
PART X	RESERVED

PART Y	TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES
PART Z1	TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM
PART Z2	TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS
CHAPTER 8	**COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)**
CHAPTER 9	**STATION ALLOWANCES (OCONUS COLA AND TLA)**
PART A	DEFINITIONS
PART B	COST OF LIVING ALLOWANCE (COLA)
PART C	TEMPORARY LODGING ALLOWANCE (TLA)
Section 1	General
Section 2	Initial Assignment
Section 3	TLA under Special Conditions
Section 4	TLA upon Departure
Section 5	Miscellaneous Conditions
Section 6	Rates Payable, Computation Procedures and Examples
Section 7	TLA Special
PART D	MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS
CHAPTER 10	**HOUSING ALLOWANCES**
PART A	GENERAL INFORMATION
PART B	DEPENDENCY
PART C	MEMBER TO MEMBER
PART D	GOVERNMENT QUARTERS
PART E	ASSIGNMENT SITUATIONS
Section 1	Member without Dependents
Section 2	Member with Dependent
Section 3	Acquired Dependents
Section 4	The GOV'T Defers Dependent Travel
Section 5	Member with-Dependents Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour
Section 6	Early Return of Dependents
Section 7	Dependent Travel – Advance and Delayed
Section 8	Family Separation Housing (FSH) Allowance
Section 9	Member in Transit
Section 10	Unusual Member Status
Section 11	Housing Allowance Following Member's Death
Section 12	Evacuation of a Member's PDS
Section 13	Reserve Components

APPENDIXES

APPENDIX A	
PART I	DEFINITIONS
PART II	ACRONYMS
APPENDIX B	**OCONUS MAXIMUM PER DIEM RATES (See PDTATAC Website)**
APPENDIX C	**RESERVED**

APPENDIX D	**CONUS MAXIMUM PER DIEM RATES (See PDTATAC Website)**
APPENDIX E	**INVITATIONAL TRAVEL AUTHORIZATIONS**
PART I	INVITATION TO TRAVEL
PART II	SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION
PART III	GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL
APPENDIX F	**CONSUMABLE GOODS ALLOWANCES**
PART I	LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES
PART II	CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE
***APPENDIX G**	**MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**
APPENDIX H	**TRAVEL PURPOSE IDENTIFIERS & PREMIUM CLASS TRANSPORTATION**
PART 1	TRAVEL PURPOSE IDENTIFIERS
PART 2A	REPORTING DATA ELEMENTS AND PROCEDURES FORMAT
PART 2B	FIRST-CLASS AIR ACCOMMODATIONS CODES
PART 2C	FIRST-CLASS DECISIONS SUPPORT TOOL
PART 3A	BUSINESS-CLASS AIR ACCOMMODATIONS CODES
PART 3B	BUSINESS-CLASS DECISIONS SUPPORT TOOL
PART 4A	PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS
PART 4B	RESERVED
PART 4C	RESERVED
PART 4D	RESERVED
PART 4E	RESERVED
PART 4F	PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT
APPENDIX I	**RESERVED**
APPENDIX J	**COST-OF-LIVING ALLOWANCE (COLA)**
PART I	INTRODUCTION
PART II	COLA UNIQUE EXPENSES
PART III	COST-OF-LIVING ALLOWANCE TABLES
APPENDIX K	**OVERSEAS HOUSING ALLOWANCE (OHA)**
PART I	GENERAL INFORMATION
PART II	BRIEFING SHEET
PART III	MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES
PART IV	RENTAL ADVANCE PROTECTION
APPENDIX L	**ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS**
APPENDIX M	**STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES**
APPENDIX N	**MOVE-IN HOUSING ALLOWANCE (MIHA)**
PART I	MOVE-IN HOUSING ALLOWANCE (MIHA)
PART II	MIHA SECURITY LOCATIONS
APPENDIX O	**TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES**

APPENDIX P	**CITY-PAIR PROGRAM**
PART I	CITY-PAIR PROGRAM
PART II	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
APPENDIX Q	**OCONUS TOUR LENGTHS/TOURS OF DUTY**
PART I	DOD SERVICE MEMBERS
PART II	NOAA
PART III	CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY
PART IV	CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY
APPENDIX R	**CONFERENCES**
PART I	CONFERENCE PLANNING POLICY (FTR §301-74)
PART II	CONFERENCE ATTENDANCE
APPENDIX S	**AUTHORIZED FEML LOCATIONS/DESTINATIONS**
APPENDIX T	**STANDARD DATA ELEMENTS FOR TRAVEL**
APPENDIX U	**AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/ DESTINATIONS**
APPENDIX V	**CROSSWALK BAH POLICY FROM DODFMR TO JFTR**

CHAPTER 1

GENERAL

Paragraph **Title/Contents**

PART A: APPLICABILITY AND GENERAL INFORMATION

Paragraph **Title/Contents**

U1000 **APPLICATION**
A. Authority
B. Application
C. Authorization Not Stated
D. Duplicate Payment

U1005 **GENERAL**

U1006 **COMPLEMENTARY REGULATIONS**

U1007 **COMPUTATION RULES**

U1008 **CHAPLAIN-LED PROGRAMS**

U1010 **IMPLEMENTATION**
A. Allowance Regulations
B. Implementation Regulations

U1015 **EXPENDITURE AUTHORITY**

U1020 **REGULATION CHANGE EFFECTIVE DATE**

U1025 **COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

U1030 **TERMINOLOGY**

U1031 **REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

U1035 **PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM**

U1039 **DOD TEST OF SIMPLIFIED ALLOWANCES**

U1040 **GAIN-SHARING PROGRAM**

U1041 **PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION**

U1045 **GOV'T QTRS USE/AVAILABILITY**
A. QTRS Available
B. QTRS Not Available
C. Travel Authorization/Order or Voucher

Paragraph **Title/Contents**

U1050 **CONFERENCE/TRAINING AT THE PDS**

U1051 **HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

U1055 **APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR**

U1060 **REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE**
A. General
B. Participation
C. Enrollment Fees

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

U1200 **RETAINING PROMOTIONAL ITEMS**
A. General
B. Seat Relinquishing
C. Lost or Delayed Accompanied Baggage

U1205 **STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES**

PART C: RESERVED

PART D: ISSUANCE OF MEAL TICKETS

U1500 **MEAL TICKETS**
A. Issuance
B. Procedures
C. Value

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

A. Authority. The JFTR contains basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7.

B. Application. Each member of the Active and RCs, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. See APP A, Part I for JFTR definitions of terms and Part II for acronyms.

C. Authorization Not Stated. There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

D. 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. U4167 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 may apply. See ***http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf.***

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized JFTR allowances as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions***. The DIAM 100-1 provides special allowances for a DOD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be taken under each program or both under one program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.***,

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses connected with training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG,

9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

U1007 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, TLA/TLE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the par. U1007-A2 provisions in force.

2. AEA computation is rounded up to the nearest dollar. For example, $29.25 = $30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of $70.50 to $70 as shown in par. U4265, 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 an 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. For OCONUS travel, the PDTATAC Division Chief may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in 10 USC § 10141, and the member's immediate family, in building and maintaining a strong family structure. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an ***official*** capacity as outlined in APP E, Part I are to be sent using an official TDY authorization/order or an ITA, as appropriate. ***For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

A. Allowance Regulations. ***The allowance regulations in this Volume require no further allowances implementation.*** When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. DODD 5154.29 requires that PDTATAC staff review all DOD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DOD Uniformed Services may submit their written material as desired. See par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. A word document of the written material should be forwarded, via the Service MAP representative found in the Feedback Reporting section of the Introduction, for review to:

*1. Email address: pdtatac@dtmo.pentagon.mil; or

*2. Fax: (703) 696-7890 (DSN 312-426-7890); or

*3. Mail to:

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
4601 North Fairfax Drive
Suite 800
Arlington, VA 22203-1546

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below.

1. Completion and submission of travel vouchers (Ch 2, Part F);

2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);

3. Authorization/order endorsements related to foreign flag carrier use (par. U3125-C3);

4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500);

5. Procedures and conditions under which advance payments are authorized including those in:

*a. Permanent Duty Travel: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5319); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.

*b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6001-F and U6050-F);

c. Recruiting expenses (par. U7033);

d. TLA (par. U9157);

*e. OHA (par. U10028) ***NOTE: Advance MIHA is not authorized***.

6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);

7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);

8. Claims for personally procured HHG transportation (par. U5320-D);

*9. Member financial responsibility (pars. U2010, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);

10. Personal emergency determination (par. U7205-A);

11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);

*12. Currency loss/gain procedures for OHA (see Service Regulations IAW par. U10028-D);

13. Command sponsorship criteria (see APP A definition of DEPENDENT, COMMAND SPONSORED);

14. Establishing children's dependency (APP A DEPENDENT definition),

15. CTO use policy (par. U3120) ;

16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);

17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and

18. Authorization/order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/ or in law.

U1020 REGULATION CHANGE EFFECTIVE DATE

A change to this Volume is effective, unless otherwise noted, on the date of the published change in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in JFTR may be unique to this Volume. Consult the glossary in APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other Volumes or to other GOV'T regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. ***See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel authorizations/orders.***

Effective 15 May 2008

U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM

If a member is authorized PAC IAW OUSD (P&R) Memorandum, 15 May 2008, and DODFMR, Volume 7A, Ch 13, the member is authorized IE as part of the PAC even though not in a travel status.

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

Simplified travel and transportation allowance rules in APP O govern TDY for DOD Components listed in APP O and for those locations where 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.

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1041 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

Effective 1 January 2009 through 31 December 2012

Sec 533 of FY09 NDAA (P.L. 110-417) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as described in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty (pars. U5000-B3, U5120-A, U5201-A2a, U5222-A1, U5345-A, U5345-B, U5410-A2). A member must return to active duty within 3 years of release but NLT 31 December 2015.

U1045 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available. A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check GOV'T QTRS availability (e.g., through the CTO) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available GOV'T QTRS 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 QTRS on the U.S. INSTALLATION at which assigned TDY; ***however, when adequate GOV'T QTRS 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 QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, however, be limited based on the presence of 'nearby' GOV'T QTRS (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 1: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T QTRS are available only if use is directed in the authorization/order.

NOTE 2: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and is issued non-availability documentation, cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). See par. U1045-C.

B. QTRS Not Available. ***GOV'T QTRS are not available***:

1. When a TDY/delay point is at other than a U.S. INSTALLATION;
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance, except for:
   a. A member attending a service school at a uniformed service facility; and
   b. An officer in grades O-7 through O-10 who personally determines QTRS availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;

5. When travel is ICW a PCS:

*a. When per diem is payable under 'MALT-Plus' (see par. U5105-B);

b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or

c. To a ship/afloat staff with an OCONUS home port, and;

(1) A member is accompanied by dependents authorized concurrent travel;

(2) Is put on TDY at the homeport while awaiting ship/staff arrival or onward transportation;

and GOV'T QTRS are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See par. U7551.

C. Travel Authorization/Order or Voucher

1. Documentation. A travel authorization/order/voucher must document availability/non-availability by:

a. Confirmation number provided by the Service's lodging registration process;

b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or

c. Member certification that GOV'T QTRS were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel authorization/ order/voucher of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCE/TRAINING AT THE PDS

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 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 all official travelers 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***. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (see APP A) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR

Each command/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is ***not*** allowed.

U1060 REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. The Registered Traveler 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. GOV'T fund use 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 Fee. Enrollment fees in this program are **not** reimbursable. See APP G.

PART A: TRAVEL POLICY

U2000 GENERAL

A. Travel and Transportation Policy. The following applies to every uniformed member and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.

2. Premium (First and Business)-class Travel/Accommodations. (See APP A): (See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for GOV'T-funded premium-class transportation 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 order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A, (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/ approved based on JFTR, par. U3125-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 premium-class AO."

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the situation circumstances (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the upgrade rationale) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate GOV'T transportation documents must be annotated with the same information.

b. Only a person senior to the member may authorize/approve premium-class accommodations for the member/dependents (DOD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). See par. U3125-B2.

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member 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. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A for the definition of "special needs".

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c.

3. Travel other than by a usually traveled route must be justified.

4. A member 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 member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. A member may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. A member may not be reimbursed for travel at personal expense (see par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service 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.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member 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 finance regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the GOV'T. Not all programs are available to all travelers.

U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE

A. General Policy. "It is the general policy of DOD that the (GTCC) be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

B. DOD Policy. ***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/.***

C. Non-DOD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order/authorization indicating whether transportation tickets ordinarily are purchased using a CBA GTCC or using an IBA GTCC. ***This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.***

NOTE: 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 GTCC misuse. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization 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 order/authorization is issued; however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.

U2020 OFFICIAL DISTANCE DETERMINATION

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

1. Is the only official source for worldwide PCS and TDY distance information,

2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),

Effective 1 March 2009
3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to and from foreign locations),

NOTE: All DOD facilities (CONUS and OCONUS) are supposed to be listed in the DTOD. If a facility cannot be located, SDDC should be informed of the missing location. A missing facility can be added to the DTOD system. All feedback should be directed through the DTOD website at http://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 the following travel distances that are determined by odometer readings:

   a. In and around the PDS or TDY sites,

   b. Between home/office and transportation terminal,

   c. For short distance moves, within the same city, or

   d. Round trip travel between home and active duty tour site for a Reserve Component member performing active duty when the member commutes under the provisions of par. U7150-A1b, and

6. Website is found at ***http://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 by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

*A. 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.

B. The Standard CONUS per diem rate is:

Effective 1 October 2007		
LODGING	**M&IE**	**TOTAL**
$70	**$39**	**$109**

PART B: TRAVEL AUTHORIZATIONS/ORDERS

U2100 GENERAL

A travel authorization/order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel authorization/order establishes the conditions for official travel and transportation at GOV'T expense, and provides the basis for the traveler's reimbursement. A travel authorization/order should be issued before the travel is performed. Travel reimbursement is not authorized when the travel is performed before receipt of a written or oral authorization/order.

Generally, a written travel authorization/order is not necessary when:

1. Travel is performed within the PDS limits or in the immediate vicinity of such station (local travel), and

2. It is known that the travel claim involves only reimbursement for commercial transportation or MALT for POC use authorized/approved as being to the GOV'Ts advantage.

If a travel authorization/order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

U2105 RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL

Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change 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.)*** Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See APP A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does ***NOT*** constitute 'retroactive modification' of an authorization/order to create, change, or deny an allowance. See par. U4145 regarding the effect of deductible meals on per diem rates.

U2115 AUTHORIZATION/ORDER FOR TRAVEL AND REIMBURSEMENT

A. Written Authorization/Order. A written authorization/order issued by competent authority is required for reimbursement of expenses incident to official travel. For reimbursement purposes, a written authorization/order that quotes or references an authority authorized to initiate the authorization/order is competent. A written authorization/order 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 a travel authorization/order to expedite processing at rental location).

B. Oral Authorization/Order. An urgent or unusual situation may require that official travel begin or be performed before a written authorization/order can be issued. Under these circumstances an oral authorization/order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written authorization/order. An oral authorization/order:

1. Given in advance of travel,

2. Subsequently confirmed in writing giving the date of the oral authorization/order, and

3. Approved by competent authority

meets the requirement for a written authorization/order.

C. Authorization/Order Not Originated by Competent Authority. The AO must approve a travel authorization/order issued under unusual conditions and not originated by competent authority before travel expense reimbursement.

U2135 ITINERARY VARIATION

A travel authorization/order may include authorization/approval for itinerary variation to permit:

1. Omission of travel to places stated in the travel authorization/order,

2. Changes in the sequence of places to be visited,

3. Changes in the original specified time at a place stated in the travel authorization/order, and/or

4. Travel to additional places not shown in the travel authorization/order.

Generally, the trip purpose and TDY locations are known when a travel authorization/order is issued. Itinerary variation should not be substituted for adequate advance planning. ***This authority does not create a blanket travel authorization.***

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN AUTHORIZATION/ORDER TYPES

A. Amended, Modified, Canceled or Revoked Authorization/Order. When determining the travel and transportation allowances under a PCS authorization/order that is amended, modified, canceled or revoked before the effective date, the authorization/order is effective:

1. When received by the member for travel performed by the member or dependents, or

2. When any transportation of HHG, mobile home or POV transportation is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

NOTE: See par. U2105.

B. Blanket/Repeat TDY Travel Authorization/Order. A blanket/repeat TDY travel authorization/order does not expire upon the traveler's return to the PDS. It continues in effect until expiration by time limit contained in the authorization/order, by automatic cancellation upon PCS, end of fiscal year, or revocation. The following statements when applicable must be written into the blanket/repeat travel TDY authorization/order.

1. Identification as a "blanket/repeat TDY travel" authorization/order;

2. Authorization for the member to depart at such times and to travel to such locations/places within the specified geographic area, and with such frequency as the member deems necessary;

3. The specific geographic area (e.g., continents, countries, states, etc.) limitations;

4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat travel authorization/order cannot cross fiscal years);

5. The reason(s) making the blanket/repeat TDY authorization/order necessary;

*6. Estimated TDY travel costs (transportation, per diem, and miscellaneous reimbursable expenses) for the period indicated in the blanket/repeat TDY travel authorization/order;

7. Authorization for special conveyance use reimbursement when approved on a travel voucher as being to the GOV'T's advantage, if appropriate;

8. Excess accompanied baggage authorization, if necessary; and

9. Other conditions, limitations, and instructions as appropriate such as the use of GOV'T QTRS/dining facility/mess is required if available to the member. See par. U1010.

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

***NOTE 2*: A blanket/repeat TDY travel 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*: *NOTE 3* does not apply to the Coast Guard. 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. U4215.**

C. Time Limitation for a PCS Authorization/Order. Unless otherwise prescribed in JFTR, a member's PCS authorization/order is valid for travel and transportation allowances to the new PDS named in that PCS authorization/order while the authorization/order remains in effect and prior to receipt of further PCS authorizations/ orders (45 Comp. Gen. 589 (1966)).

U2145 TIME LIMITATIONS FOR TDY PERIODS (GENERAL)

A. 180-Day Time Limitation

1. Except when authorized under par. U2145-B, a TDY assignment at any one location is limited to 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)).

2. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.

3. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:

a. Under a TDY authorization/order assigned to uniformed units deployed afloat as indicated in pars. U4102-J and U4102-M;

b. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or

c. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

4. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see APP A, definition of PERMANENT DUTY STATION), except when the course is authorized as TDY under par. U2146-B.

B. TDY Period in Excess of 180 Consecutive Days

1. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).

2. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the authorization/order is issued.

3. If the situation does not permit determination before authorization/order issuance, the authorization/order may be issued and the case submitted immediately to the appropriate authority who must:

a. Approve the authorization/order as written, or

b. Direct that the authorization/order be amended to:

(1) Terminate the duty thereby returning the member to the old station or assigning a new station,

(2) Change the assignment from TDY to a PCS, or

(3) Fix the period at 180 or fewer days from the reporting date at the TDY station.

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

5. If an RC member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.

6. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. ***This authority must not be re-delegated.***

U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General. Course(s) of instruction at a school or INSTALLATION with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled course duration is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original authorization/order and the additional/extended instruction (B-143017, 17 June 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original authorization/order plus 42 days extension = 75 days), the training continues as TDY.

Example 2**:** A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the authorization/order extends the scheduled duration beyond 139 days, (100

days remaining on the original authorization/order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension authorization/order. Per diem is no longer payable on/after the date of the authorization/order directing the additional/extended training.

4. Limitations. A member's PCS authorization/order to a course of instruction may not be changed to a TDY authorization/order after arrival at the new PDS, unless the authorization/order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary Concerned (without delegation) may authorize a designated course (***excluding initial entry courses***) scheduled for:

a. 20 or more weeks,

b. But not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of any member, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. ***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***

4. For courses attended by multiple Services, the Secretary Concerned must obtain agreement from the other affected Service Secretaries before changing the course.

C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of 181 or more consecutive days to be attended in a TDY status, the Secretary Concerned must obtain authorization/ approval from PDTATAC for that specific course or courses to be designated a TDY course.

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PART D: ADVANCE OF FUNDS

U2300 ADVANCE PAYMENTS

A. General. A member may be paid an advance payment of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference or Training Registration Fee, APP R, Part II, par. H;

2. Temporary duty travel (including advance lodging deposits), Ch 4, Part J;

3. Member PCS, par. U5104

4. Dependent outpatient travel, par. U5240-G3;

5. Dependent PDT, par. U5204;

*6. HHG transportation, par. U5319;

7. Mobile home transportation, par. U5560;

8. DLA, Ch 5, Part G, and pars. U6013 and U6060;

9. Recruiting expenses, par. U7033;

10. SROTC members, par. U7150-E2d;

11. Attendants on behalf of member patients, par. U7252-A;

12. Escorts and attendants of dependents, par. U7555; and

13. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9157 and U10028. ***NOTE:*** ***Advance MIHA is not authorized.***

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CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

Paragraph **Title/Contents**

PART A: APPLICABILITY AND GENERAL RULES

U3000 **SCOPE**
A. Applicability
B. Transportation Modes

U3001 **ALLOWABLE TRANSPORTATION EXPENSES**

U3002 **DIRECTING TRANSPORTATION MODE**
A. General
B. Travel Reimbursement
C. Other Reimbursable Expenses

U3003 **AUTHORIZED MODES**

U3005 **TRAVEL TIME**
A. Travel by GOV'T Conveyance and/or Common Carriers on GOV'T-Procured Transportation
B. Travel by other than Directed Mode
C. POC

U3006 **TRAVEL SCHEDULE**

U3010 **SEPARATE JOURNEYS**

U3015 **ACCOMPANIED BAGGAGE TRANSPORTATION**
A. General
B. Authorization/Approval for Excess Accompanied Baggage
C. Baggage Cost Payment
D. Return of Accompanied Baggage, that was Part of a Troop Movement, to the Member

PART B: TRAVEL BY COMMON CARRIER

SECTION B1: GENERAL

U3100 **GENERAL**
A. Transportation Policy
B. TDY Travel Involving Non-PDS Location(s)

U3105 **COMMON CARRIER TRANSPORTATION PROCUREMENT**

U3110 **PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT**
A. General
B. GOV'T/GOV'T-Contracted Transportation/in-house or CTO/TMC Is Available
C. GOV'T/GOV'T-Contracted Transportation/in-house or CTO/TMC Is Not Available
D. Transoceanic Travel-GOV'T/GOV'T-Procured Transportation Is Available
E. Transoceanic Ferry Fares
F. Other Reimbursable Expenses

Paragraph **Title/Contents**

U3120 **ARRANGING OFFICIAL TRAVEL**
A. CTO/TMC Use
B. Requirements
C. Non-U.S.-certificated Ship or Aircraft Transportation
D. Transportation Reimbursement

U3122 **UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**
A. General
B. Cost to the GOV'T Involved

SECTION B2: COMMERCIAL AIR TRANSPORTATION

U3125 **COMMERCIAL AIR TRANSPORTATION**
A. General
B. Service Class
C. U.S.-certified Air Carrier Use

SECTION B3: COMMERCIAL SHIP TRANSPORTATION

U3130 **COMMERCIAL SHIP TRANSPORTATION**
A. General
B. Commercial Ship Use Authorization
C. Ship Accommodations
D. Authorization/Approval for More Costly Ship Accommodations Use at GOV'T Expense
E. More Costly Ship Accommodations Use
F. Use of Ships of U.S. Registry

SECTION B4: TRAIN TRANSPORTATION

U3135 **TRAIN TRANSPORTATION**
A. Policy
B. Train Class Accommodations
C. AO Authorization/Approval
D. First-class Train Accommodations Use
E. Circumstances

PART C: GOV'T CONVEYANCE TRAVEL

U3200 **GOV'T CONVEYANCE USE ON TDY**
A. Limited to Official Purposes
B. Reimbursable Expenses
C. Allowable Travel Time for Computation of Per Diem or Actual Expenses

U3210 **AERO CLUB AIRCRAFT USE ON TDY**
A. General
B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

PART D: POC TRAVEL

U3300 **TDY BY POC**
A. Policy
B. Authorization/Approval
C. Official Distances

Paragraph **Title/Contents**

D. PCS Travel by POC

U3305 POC USE ON TDY TO THE GOV'T'S ADVANTAGE
A. Mileage Plus Per Diem or AEA
B. Reimbursement for Actual Transportation Costs
C. Privately-Owned Aircraft other than an Airplane
D. Travel by Privately Owned Boat
E. Mixed Mode Transportation

U3310 POC USE ON TDY NOT TO THE GOV'T'S ADVANTAGE
A. Limitation
B. TDY Mileage and Per Diem Computation
C. Constructed Transportation Cost and Per Diem Computation
D. Comparison
E. Passengers
F. Mixed Mode Transportation

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS
A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal
B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal
C. Departure from PDS on TDY
D. Another Official Traveler Transported in the Same POC

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

U3330 POC TRAVEL INVOLVING A CAR FERRY
A. General
B. Transportation
C. Ferry Fees
D. Foreign Registered Ship Use

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

U3340 POC USE IN AND AROUND PDS OR TDY STATION

U3345 POC USE INSTEAD OF GOV'T VEHICLE
A. General
B. Mileage Reimbursement Rates
C. GOV'T Vehicle Use Is to the GOV'T's Advantage
D. GOV'T Vehicle Use Directed

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

U3400 GENERAL

***U3405 MISCELLANEOUS REIMBURSABLE EXPENSES**

U3410 TAXICAB/LIMOUSINE SERVICE USE
A. To/from Transportation Terminal
B. Between Residence and PDS on the Day Travel Is Performed

Paragraph **Title/Contents**

U3415 **SPECIAL CONVEYANCE USE**
A. General
B. Selecting a Rental Vehicle
C. Special Conveyance (Includes Aircraft) Reimbursement
D. To/from Transportation Terminals
E. Between Duty Stations
F. Special Conveyance Use in and Around PDS or TDY Station
G. Limited to Official Purposes

U3420 **BUS, STREETCAR, AND SUBWAY USE**
A. To/from Transportation Terminals
B. Between Residence and PDS on the Day Travel Is Performed

U3430 **COURTESY TRANSPORTATION USE**

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

U3500 **GENERAL**
A. Authority
B. Local Area
C. Control and Delegation
D. *Miscellaneous Reimbursable Expense
E. Travel to and from Medical Facilities

U3505 **PDS AREA TRAVEL**
A. General
B. Commercial Transportation
C. POC Travel
D. Both Commercial Transportation and POC Travel
E. Examples

U3510 **TRAVEL AT THE TDY LOCATION**
A. Travel Points
B. Meals and/or Lodging Unavailable at Duty Site
C. Commercial Travel
D. POC Travel

U3535 **TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**
A. General
B. Authorization/Approval Authority
C. Finance Regulations Requirements
D. POC Mileage

U3540 **VOUCHERS AND SUPPORTING DOCUMENTS**

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

U3550 **GENERAL**

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

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

*U3405 MISCELLANEOUS REIMBURSABLE EXPENSES

*A member may be reimbursed for miscellaneous transportation-related reimbursable expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for miscellaneous transportation reimbursable expenses regardless of the transportation mode.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminal. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and

4. Between a transportation terminal and limousine service terminal.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. U3310-A.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf***)

a. ***It is mandatory, within DOD and in the NOAA Corps, to obtain rental vehicles through the CTO/ TMC, when available. NOTE: It is not mandatory to use a CTO/TMC when renting an airplane or bus.***

b. The lowest cost rental service that meets the mission requirement must be selected when selecting commercially rented vehicles.

c. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE: To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck 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.***

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

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

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

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

a. DTMO vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.

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

Defense Travel Management Office (DTMO)
Commercial Travel Division
Travel Management Branch
4601 North Fairfax Drive
Arlington, VA 22203-1546

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

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

4. Non-DOD Services. For CTO/TMC use ICW rental cars, see Service regulations.

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

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the 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 authorization/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 miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at ***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service directives for the non-DOD Services).

D. To/from Transportation Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from local transportation terminals;

2. May be authorized/approved special conveyance use to, from, and between transportation terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the ordered travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from transportation terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from**,** or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the GOV'T. Reimbursement is authorized for the total expense incurred in the conveyance use. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use in and around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

8. Similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

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

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar**,** and subway fares from the member's residence to the PDS on the member's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

U3430 COURTESY TRANSPORTATION USE

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

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

U3500 GENERAL

A. Authority. Service-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 Ch 3, Parts B, C, D, and E, and Ch 4.

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 in a written directive.)***; or

3. Separate cities, towns, or uniformed service facilities adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

For DOD - 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 to define a local commuting area (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commander/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 order/authorization, 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 Reimbursable Expense. See APP G.

E. Travel to and from Medical Facilities

1. Official Ordered Travel at GOV'T Expense

a. A member ordered to a medical facility within the local area to:

(1) Take a required physical examination, or

(2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for the transportation, unless GOV'T transportation is provided.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. ***A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.***

U3505 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 usual official duty hours.

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 commercial means is 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. U2600) 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 payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

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

   a. See par. U3320 for travel to/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 the POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;

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 ordinary 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 work 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 the ordinary POC commute).

U3510 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. U3505-C.

U3535 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).***

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Ch 2, Part F.

CHAPTER 4

TEMPORARY DUTY TRAVEL (TDY)

Paragraph **Title/Contents**

PART A: RESERVED

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

U4101 WHEN IS PER DIEM AUTHORIZED

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED
A. When Not in a Travel Status
B. Day of Leave or Proceed Time
C. When PCS MALT PLUS Per Diem is Paid
D. Travel or TDY within PDS Limits
E. TDY within the Local Area of the PDS (Outside the PDS Limits)
F. Round Trips within 12 Hours
G. Members Traveling Together with No/Limited Reimbursement
H. Navigational and Proficiency Flights
I. Assigned to Two-Crew Nuclear Submarines
J. TDY or Training Duty Aboard a GOV'T Ship
K. Aboard Ship Constructed by Commercial Contractor
L. Field Duty
M. TDY Aboard Foreign (Non-Government) Ship
N. Member in Missing Status
O. Members Traveling Together
P. Stragglers

U4105 PER DIEM PAYABLE IN SPECIFIC CASES
A. TDY ICW Fitting-Out or Conversion of a Ship or Service Craft
B. Travel by U.S. or Foreign Government Ship for 24 or More Hours
C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation
D. Field Duty
E. Member Dies while in a TDY Status
F. Ordered to TDY while on Leave
G. Authorization/Order Canceled while a Member Is en Route to a TDY Station
H. TDY within the PDS Limits
I. Contingency Operation Flat Rate Per Diem Allowance
J. When the TDY Station Becomes the PDS

U4115 INTERNATIONAL DATELINE
A. International Dateline (IDL)
B. Computing Per Diem when Crossing the International Dateline (IDL)
C. Computation

U4125 PER DIEM UNDER THE LODGINGS-PLUS COMPUTATION METHOD

U4127 LODGING TAX UNDER THE LODGINGS-PLUS
A. CONUS and Non-foreign OCONUS Areas
B. Foreign Areas

Paragraph	Title/Contents
U4129	LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD A. General B. Commercial Lodging C. GOV'T QTRS D. Double Occupancy E. Lodging with a Friend or Relatives F. Lodging in other than Commercial Facilities G. Lodging Not Available at TDY Station
U4131	REIMBURSEMENT FOR AN APARTMENT, HOUSE, OR RECREATION VEHICLE WHILE TDY A. General B. Expenses
U4133	LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM
U4135	DUAL LODGING REIMBURSEMENT ON A SINGLE DAY A. Per Diem Basis B. *Miscellaneous Reimbursable Expense for Lodging C. Maximum Reimbursement D. Long-term Dual Lodgings Occupancy
U4137	ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS
U4139	LODGING COST FOR QTRS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS
U4141	LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS
U4143	LODGING AND/OR MEALS OBTAINED UNDER CONTRACT
U4145	PER DIEM COMPUTATION A. General B. Stopover Point C. M&IE Payment D. Meal Rate
U4147	PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS A. Rate B. Departure Day C. Return Day
U4149	M&IE RATE DETERMINATION FOR CONUS FULL DAYS A. Locality Rate B. GMR C. PMR
U4150	PER DIEM AND AEA ON A SINGLE TRIP
U4151	M&IE RATE DETERMINATION FOR OCONUS FULL DAYS A. Applicable Locality Rate B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus $3.50 for IE C. PMR Plus IE D. OCONUS IE

Paragraph	Title/Contents
U4153	PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT
U4155	SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)
U4157	LODGING PER DIEM COMPUTATION
U4159	PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS A. M&IE Rate B. Lodging Not Required C. Lodging Required with/without Cost
U4160	PER DIEM FOR TDY TRAVEL BY CAR FERRY A. General B. Lodging C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World D. M&IE when Travel does not Include an Overnight on a Car Ferry
U4163	ESSENTIAL UNIT MESSING (EUM)
U4165	DEDUCTIBLE MEALS
U4167	NON-DEDUCTIBLE MEALS
U4169	LODGING REQUIRED ON THE DAY TRAVEL ENDS
U4171	MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT
U4173	PER DIEM ALLOWANCE COMPUTATION EXAMPLES A. GOV'T Meal Rate (GMR) B. U.S. and Non-foreign OCONUS Lodging Tax C. Foreign Lodging Tax D. Examples
U4175	RETURN TO PDS FROM TDY FOR PERSONAL REASONS A. General B. Computation
U4176	TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS
U4177	NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT
U4179	PER DIEM RATE REVIEW A. General B. Final Submission Process
U4181	PER DIEM AND AEA ON A SINGLE TRIP
U4183	QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200	GENERAL

Paragraph **Title/Contents**

U4205 **JUSTIFICATION**

U4210 **AUTHORIZATION/APPROVAL**

U4215 **LIMITATIONS**

U4220 **TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**
A. Examples
B. Travel with Certain Dignitaries
C. Air Crew Travel

U4225 **EXPENSES**
A. Expenses Allowed
B. Expenses Not Allowed

U4230 **AEA REQUESTS**
A. General
B. Channels of Submission

U4235 **150% MAXIMUM AEA**
A. CONUS
B. OCONUS

U4240 **300% MAXIMUM AEA**

U4250 **OVER 300% MAXIMUM AEA**

U4255 **REIMBURSEMENT**
A. Limitations
B. IE
C. M&IE Paid on a Per Diem Basis
D. Lodging and/or Meals Obtained under Contract
E. Itemization

U4260 **AEA COMPUTATION**
A. General
B. Meals Available under Special Arrangements
C. Averaging Expenses
D. Mixed Travel (Per Diem and Actual Expense)

U4265 **COMPUTATION EXAMPLES**

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

U4300 **GENERAL**

U4305 **ACTUAL TRAVEL TIME**

U4325 **SCHEDULING TRAVEL**
A. Schedule
B. Early Departure

U4326 **TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**
A. Starting and Ending Travel

Paragraph **Title/Contents**

B. En Route Rest Stop/Rest Period at a TDY Point
C. En Route Rest Stop
D. Rest Period at the TDY Point before Reporting for Duty
E. Delaying Return Travel to Use Reduced Travel Fares

U4330 POC TRAVEL

U4335 SPECIAL CONVEYANCE TRAVEL

U4340 MIXED MODES TRAVEL

U4345 TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE
A. Authorization/Approval
B. Starting/Ending Travel
C. Cost
D. Example

PART E: GOV'T DINING FACILITY/MESS USE/AVAILABILITY

U4400 GOV'T DINING FACILITY/MESS
A. Dining Facility/Mess Available
B. Dining Facility/Mess Not Available
C. GMR/PMR Documentation

PART F: OCCASIONAL MEALS AND QTRS

U4510 OCCASIONAL MEALS AND QTRS
A. General
B. Computation

PART G: ITDY - TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

U4600 GENERAL

U4605 MEMBER ORDERED ON ITDY
A. General
B. Dependent Transportation to the TDY Station or Other Location
C. Member's Return to the PDS
D. PCS Authorization/Order Received at the TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER A TDY ORDER

U4700 GENERAL

U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

U4710 BASIC ALLOWANCE
A. Shipments in Addition to Authorized TDY Weight Allowance
B. Weight Allowance
C. Shipment of Replacement Items

U4715 LIMITATIONS

Paragraph **Title/Contents**

U4720 **TRANSPORTATION METHODS**

U4725 **FACTORS AFFECTING TDY HHG TRANSPORTATION**
A. Weight Allowance
B. Authorization/Order Amended, Modified, Canceled or Revoked
C. Improper Shipments

U4735 **WHEN EXCESS CHARGES ARE INCURRED**

U4740 **CALLED (OR ORDERED) TO ACTIVE DUTY**

U4745 **PCS WITH TDY EN ROUTE**

U4750 **TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

U4755 **ITDY**

U4760 **TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
A. General
B. Ordered to a Ship
C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

U4765 **TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
A. General
B. Ordered to a Ship Not Specified as Unusually Arduous
C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

U4770 **HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**
A. Storage in Transit (SIT)
B. Special Storage
C. Non-temporary Storage (NTS)
D. Storage after TDY/Deployment Completion

U4775 **HHG TRANSPORTATION AFTER STORAGE**

U4780 **HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

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

U4800 **DEFINITIONS**
A. Combatant Command Area of Operational Responsibility (AOR)
B Joint Task Force (JTF)
C. Operational Deployment
D. Exercises
E. TDY Options

PART J: TRAVEL ADVANCES

U4900 **GENERAL**
A. Policy
B. Responsibilities

U4905 **ALLOWABLE ADVANCES**
A. Authorization
B. Advances may be for

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PART B: PER DIEM ALLOWANCE

*U4100 GENERAL

Per diem is designed to offset the cost of lodging, meals and incidental expenses incurred while performing travel, and/ or TDY away from the PDS. Per diem is payable for whole days, except for the days of departure from and/or return to the PDS, in which case per diem is computed as prescribed in par. U4147. ***The per diem rate is determined based on the TDY location, not the lodging location.*** See par. U4129-G if neither GOV'T QTRS nor commercial lodgings are available at the TDY location.

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (http://quickfacts.census.gov/cgi-bin/qfd/lookup) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See par. U2025 for the current Standard CONUS per diem rate.

U4101 WHEN IS PER DIEM AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS authorization/order,
4. Delays to qualify for reduced travel fares (see par. U4326-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends. See par. U2200-C.

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

NOTE: A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day. See par. U5160.

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized "Lodgings-Plus" per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the departure day from or return day to the PDS ICW TDY away from the PDS. For transportation allowances see Ch 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and QTRS necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent QTRS at the old PDS and lodged in temporary QTRS during the TDY. ***Exception:*** A member who detaches (signs out 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: A member 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 signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member 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. This does not preclude payment of the per diem 'IE' IAW par. U1035 for a member hospitalized at the PDS.

E. TDY within the PDS Local Area (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the PDS local area (outside the limits) as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances, see par. U3001. This does not preclude payment of the per diem 'IE' IAW par. U1035 for a member hospitalized within the local area of the PDS.

F. Round Trip within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure a meal/ meals at personal expense outside the PDS limits. See Ch 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an authorization/order directing no/limited reimbursement (see par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or QTRS necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. ***A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.***

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS authorization/order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that authorization/order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. ***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 member's PDS and/or returns to the port at the PDS.*** The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When QTRS are required to be retained at the same or a prior TDY location, reimbursement for the cost of such QTRS is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When QTRS are required to be retained at the same or a prior TDY location, reimbursement for the cost of such QTRS is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge or GOV'T meals at no charge for an enlisted member (or both), were not available during stated periods of the field duty;

2. Member is participating in the advance planning or critique phase of the operation; or

3. Secretary Concerned authorized payment of a per diem to a member who is performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or QTRS necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. TDY aboard Foreign (Non-Government) Ship. A member is not authorized a per diem allowance for any period of TDY aboard a non-government foreign ship when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure. If a member is required to retain unoccupied QTRS at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the cost of such QTRS must be made under par. U4135.

N. Member in a Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

O. Members Traveling Together. 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' authorization/order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, should be provided without cost to the members. ***No per diem is payable on days members travel when the authorization/order directs limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or QTRS are not available, reimbursement is authorized for occasional meals and QTRS under par. U4510. Limited reimbursement refers to reimbursement for occasional meals and QTRS.

P. Straggler. A member, who becomes separated from the others while traveling as one of several members traveling together under an authorization/order directing limited or no reimbursement, must be provided for in the manner prescribed in Ch 7, Part N.

U4105 PER DIEM PAYABLE IN SPECIFIC CASES

A. TDY ICW Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the GOV'T.

B. Travel by U.S. or Foreign Government Ship for 24 or More Hours

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

*D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS. This rate is paid in lieu of the prescribed rate regardless of the OCONUS location and may be paid during periods that would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization/ order. The authorized rate should be paid for the specified time period and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period**,** calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the appropriate Department headquarters or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the ordered travel official distance.

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown prior to the member's departure on leave.*** If the TDY is known before departure on leave, the member 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 point if the TDY requirement is known before leave is begun.***

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

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the authorization/order is received, whichever applies), and the TDY location. See par. U3100-B. TDY allowances are payable at the TDY location.

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

(1) Leave address (or place at which the authorization/order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

(1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and

(2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and

(3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Authorization/Order Canceled while the Member Is en route to a TDY Station. If a TDY authorization/order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the limits of a PDS when authorized by competent authority. ***Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property provided overnight accommodations are used by reason of such duty.*** See Ch 3 for transportation allowances.

*I. Contingency Operation Flat Rate Per Diem Allowance. The Secretary Concerned may authorize a contingency operation flat rate per diem allowance for a member assigned TDY to a contingency operation for more than 180 consecutive days at one location. The reduced flat rate per diem allowance is equal to 55% of the applicable maximum locality per diem rate. Retroactive application of this authority to an existing travel authorization/order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance (24 Comp. Gen. 439 (1944)). See APP A for the definition of contingency operation.

1. Limitations. The following circumstances may affect reimbursement of per diem allowance.

a. Retained lodging expenses during a member's authorized absence. See pars. U7225 and U7226.

b. Contingency operation flat rate per diem allowance applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.

c. See par. U4135 for dual lodging information.

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a contingency operation flat per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. Contingency Operation Per Diem Allowance Exception. The Secretary Concerned or authorized delegated authority may adjust the contingency operation flat rate per diem allowance when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or

b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.

d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

*4. Per Diem Computation Procedures. The contingency flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable maximum daily TDY locality per diem rate, plus lodging tax. See par. U4105-I4c. ***A lodging receipt is not required; however, one may be necessary IAW Service regulations to support a lodging tax Miscellaneous Reimbursable Expense.*** Ensure the member has asked about and taken advantage of any tax exemption that may exist.

a. Pay 55% (or the appropriate percent) of the locality per diem allowance rate (plus CONUS lodging tax as a separate miscellaneous expense if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS. See par. U4147.

b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of M&IE on the return day at the PDS.

c. Lodging tax in CONUS and in non-foreign OCONUS areas is a miscellaneous reimbursable expense in addition to the 55% (or appropriate percent) per diem. ***Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling and is not a separate miscellaneous reimbursable expense***.

d. If authorized travel requires more than one day en route to the TDY contingency operation location where a reduced flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate. See par. U4145-B. The flat rate per diem rate is effective the day after the member is to report to TDY location. See pars. U4149 or U4151.

e. For multiple TDY assignments between the contingency operation TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging - the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the contingency operation TDY location. See par. U4105-I1c. The applicable per diem rate is effective the day after the reporting date to the TDY location. See pars. U4149 or U4151.

5. Computation Example. A member is ordered TDY to a CONUS location for two years ICW a contingency operation. The Secretary Concerned authorizes 55% reduced flat rate per diem in the TDY authorization/order at the onset. The locality per diem allowance rate for the location is $259 ($198/ $61). The actual long-term lodging cost is anticipated to be $95/night (on a monthly or yearly lease) and the daily lodging tax is $15, - a separate miscellaneous reimbursable expense.

The contingency reduced flat rate per diem allowance is set at 55% or $143 ($259 x 55% = $142.45, rounded up to $143), plus lodging tax of $15/night.

Pay the reduced flat rate per diem of $143, plus $15 lodging tax/night (***NOTE: If the $95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or $198 x .5 = $99) plus the appropriate lodging tax***.)

Pay the first TDY day - $140.75 (Lodging - $95 + M&IE - $45.75 ($61 x 75% = $45.75) plus lodging tax of $15.

Pay the second TDY day up to the day before departure from the TDY location - $143/day plus $15 lodging tax.

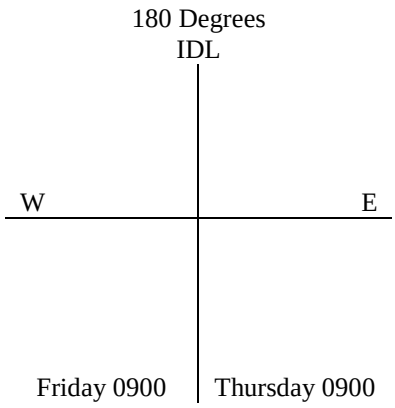
Pay the departure TDY day to the PDS - $45.75 ($61 x 75% = $45.75).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS authorization/ order or information indicating that the member is to be transferred to the TDY station on a ***specified future date,*** is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. See par. U7125-C if the TDY station is designated as the new PDS ***effective immediately***.

U4115 INTERNATIONAL DATELINE

A. 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.

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4115:

EXAMPLE 1
TDY Travel Involving IDL with a 'Lost' Day

The 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 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 dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $90 =	$67.50
19 August Thursday	NO PER DIEM	
20-24 Aug (Friday-Tuesday)	$135 (lodging) + $90 (M&IE) = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE)=	$90.00
25 Aug Wednesday	75 % x $90 =	$67.50
Total		**$1,350.00**

EXAMPLE 2
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 dining facility/mess is not available at the TDY point. AEA is not authorized.

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

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $72 =	$54.00
19-24 Aug (Thursday-Tuesday)	$140 (lodging) + $72 (M&IE) = $212/day x 6 days =	$1,272.00
25 Aug Wednesday	75 % x $72 =	$54.00
Total		**$1,380.00**

U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

Per diem computed under this Part is based on the 'Lodgings-Plus' computation method. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

U4127 LODGING TAX UNDER 'LODGINGS-PLUS'

*A. CONUS and Non-foreign OCONUS Areas. The maximum locality lodging amount in CONUS and non-foreign OCONUS areas does not include lodging tax. Lodging tax in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid. See APP G.

*B. Foreign Areas. The maximum locality lodging amount in foreign areas includes a lodging tax amount. ***Lodging tax in foreign areas is not a separate miscellaneous reimbursable expense when per diem (or Ch 4, Part C AEA) is paid.***

U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

*A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging, whichever is less. Reimbursement computation is in par. U1045 for the commercial lodging cost incurred for any day that the member was TDY to a U.S. INSTALLATION and GOV'T QTRS were available on that U.S. INSTALLATION.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. GOV'T QTRS. A fee/service charge paid for GOV'T QTRS is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. ***NOTE: Double occupancy does not limit the traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a $100/night lodging area have $200 with which to pay for a room.*** Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

E. Lodging with a Friend or Relative. ***Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.*** A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/ escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. ***The Service/Agency cannot direct the member to lodge with friends or relatives.***

> **Example 1**: A member (outpatient) and a DOD civilian employee (attendant), 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 member is not authorized lodging reimbursement, but the DOD civilian employee possibly may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.
>
> **Example 2**: A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room tax on the single rate if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Ch 4, Part C) ceiling for the location where lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither GOV'T nor commercial QTRS are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO***.

U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as QTRS. Par. U4129-E applies for lodging with a friend/ relative.

B. Expenses. Allowable lodging expenses are:

1. Apartment, house, or recreational vehicle rent;

2. Parking space for the recreational vehicle rent;

3. Appropriate and necessary furniture rental, such as a stove, refrigerators, 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: A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a 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. Adopted from GSBCA 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. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

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

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

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

A member, TDY in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. ***As an exception to the $75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodgings received if required by finance regulations.***

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When it is necessary for a member 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 lodging cost incurred at the second TDY location (Location B) is used for computing the member's per diem for TDY at that location (Location B) for that day.

*B. Miscellaneous Reimbursable Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous reimbursable expense (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging tax that would have been paid had the member remained at Location A overnight.

D. Long-term Dual Lodgings Occupancy. ***An authorization/order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of par. U4135.*** **Example:** An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. ***Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.***

EXAMPLE 1

NOTE: Lodging tax is not a separate miscellaneous reimbursable expense in addition to per diem when TDY is in a foreign area.

*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 the $45/day apartment cost in Location A as a miscellaneous reimbursable 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 at the Time of This Example

Location	Max Lodging	M&IE	Total
A	$130	$46	$176
B	$119	$46	$165

Reimbursement for the Location A Apartment for 5 days

Lodging Cost	Number of Days	Total
$45	5	$225

Per Diem for the TDY Assignment in Location B

First Day
(Departure day from Location A and arrival day in Location B):

Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (see ***NOTE***)

Second thru Fifth Day
(Lodging cost + M&IE/day) x 4 days

Lodging	M&IE	Total
$95	$46	$141 X 4 days = $564 plus lodging tax (see ***NOTE***)

Return day to Location A
(Lodging cost + M&IE)

Lodging	M&IE	Total
$45	$46	$91

EXAMPLE 2 ***NOTE*: *Lodging tax is not a separate miscellaneous reimbursable expense in addition to per diem when TDY is in a foreign area.***			
*A traveler occupied GOV'T QTRS 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 QTRS (daily cost $25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a miscellaneous reimbursable expense. See APP G. The lodging cost ($110/day) incurred in Location D was used to determine the traveler's per diem while TDY in that city.			
Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	$109	$38	$147
D	$130	$46	$176
Reimbursement for GOV'T QTRS for 3 Days			
Lodging	Number of Days	Total	
$25	3	$75	
Per Diem for the TDY Assignment in Location D			
First Day (Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
$110	$46	$156 plus lodging tax (see ***NOTE***)	
Second and Third Day (Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
$110	$46	$156/day x 2 days = $312 plus lodging tax (see ***NOTE***)	
Day of Return to Location C (Lodging Cost + M&IE)			
Lodging	M&IE	Total	
$25	$38	$63	

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A member 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, sewer charges;

prorated based on the number of days in the month rather than by the actual number of days the member 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 C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

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

U4139 LODGING COST FOR QTRS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for QTRS jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents. See par. U9160-C. When dependents are not traveling at GOV'T expense, the member is authorized the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a traveler obtains lodging on a weekly, or 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 member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the member 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. U4137.

EXAMPLE
1. A member is TDY at a location at which the per diem is $109 ($70/ $39).
2. The member 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 member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $70 locality lodging ceiling, the member is reimbursed $45/day for 20 days of lodging in June.

NOTE: See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the GOV'T for the member's lodging, M&IE may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Ch 4, Part C. ***NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" (adopted from GSBCA 15890-TRAV, 29 July 2003).***

U4145 PER DIEM COMPUTATION

A. General. Ordinarily, per diem is based on the member's TDY location at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night that includes lodging ***(NOTE: Lodging does not include sleeping in the transportation terminal.)*** is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

D. Meal Rate. The meal rate established by the authorization/order cannot be reduced after the ordered travel has been completed except for a deductible meal (GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess are not deductible meals. See par. U4165. However, an AO/schoolhouse commander may amend an authorization/order to direct immediate and/or future meal rate changes.

U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

*A. Rate. 75% of the appropriate M&IE rate is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.

B. Departure Day. The per diem rate for the PDS departure day is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

C. Return Day. 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 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). 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. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem allowance is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.***

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	

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

*A. Locality Rate. Applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel.

B. GMR. The standard GMR paid for meals in a GOV'T dining facility/mess plus $3 for IE is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available (see ***NOTE*** below) on the U.S. INSTALLATION, to which the member is assigned TDY,

2. The GMR is directed,

3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

4. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR and $3 for IE (i.e., Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR.).

C. PMR. The PMR plus $3 for IE is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

2. At least one meal is available and directed where the member is assigned TDY, and

3. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the PMR and $3 for IE (i.e., Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to PMR.).

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

*A. Locality Rate. Applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use $3.50, instead of the IE rate for the locality concerned, for the IE rate when adequate GOV'T QTRS are available (see ***NOTE*** below) on the U.S. INSTALLATION to which the member is assigned TDY, or

B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus $3.50 for IE. This rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

2. The GMR is directed,

3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

4. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR and the locality IE rate unless the $3.50 IE rate is authorized under par. U4151-D. Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE to GMR plus $3.50.).

C. PMR plus IE. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

3. The member is not traveling.

NOTE:* In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the PMR and the locality IE rate unless the $3.50 IE rate is authorized under par. U4151-D (i.e., Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE rate to PMR plus $3.50.).

*D. OCONUS IE. The OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION, or $3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (see ***NOTE*** below) on that U.S. INSTALLATION. Two exceptions are noted below. The AOs can determine that $3.50 is:

1. Adequate when the member ***is not lodged*** on a U.S. INSTALLATION. ***The OCONUS $3.50 IE rate may be authorized and must be stated in the travel authorization/order.***

*2. ***Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate may be authorized and must be stated in the travel authorization/order.***

NOTE:* In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality IE rate unless the $3.50 IE rate is authorized under par. U4151-D. Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality IErate to $3.50.

U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/ debarkation port M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

A schoolhouse commander is authorized to determine if one of the two meal rates based on GOV'T dining facility/ mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY 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 in the authorization/order. If that information is not available prior to authorization/order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

*Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location. The lodging cost or the locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply if par. U4129-G applies.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

*A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location is payable. If more than one TDY location is involved and lodging is not required, M&IE of 75% of the highest M&IE rate is payable. If lodging must be obtained, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under par. U4159-A when travel is performed in the local area. See par. U4510 for occasional meals authority.***

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

A. General. When a member on TDY travels by POC partly by road and partly by car ferry (circuitously or otherwise), the member is authorized per diem while traveling on the ferry. See par. U3330 for transportation reimbursement.

B. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the ferry transportation cost) is authorized.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate 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 member's location at 2400 on that day. See par. U4145-A.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the member's location at 2400 on the debarkation day. See par. U4145-A.

***U4163 ESSENTIAL UNIT MESSING (EUM)**

There is no authority to pay the M&IE allowance meal portion when the Secretary Concerned, or for a JTF the Combatant/JTF Commander, determines that unit messing is essential to accomplish training and readiness. The IE rate is $3 in CONUS, or the appropriate OCONUS IE rate, or $3.50 OCONUS when the AO determines $3.50 to be adequate for anticipated expenses. ***The $3.50 rate must be stated on the authorization/order for it to be paid.*** A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510. ***IAW par. U4151-D, if an authorization/order does not state otherwise, locality IE rate is paid.***

U4165 DEDUCTIBLE MEALS

*A. The PMR in pars. U4149-C and U4151-C 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.

*B. A deductible meal is a meal:

*1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);

*2. Included in a registration fee paid by the GOV'T;

*3. 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;

*4. Furnished by the GOV'T at no cost to a member (see par. U4167);

*5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost $75 without breakfast; lodging cost $85 with breakfast); or

*6. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

*C. If all three meals are provided/consumed at no cost to the traveler, only the IE amount for that day ($3 in CONUS, or the applicable locality IE rate or $3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

*A. The following are not deductible meals:

*1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***,

*2. In-flight meals,

*3. Rations furnished by the GOV'T on military aircraft,

*4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,

*5. Meals furnished on commercial aircraft,

*6. Meals provided by private individuals, or

*7. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost $75 with or without breakfast).

*B. If all three meals are provided/consumed at no cost to the member, only the IE amount for that day ($3 in CONUS, or the applicable locality IE rate or $3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 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 par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. GOV'T Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check APP A for the current GMR.

*B. U.S. and Non-foreign OCONUS Lodging Tax. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Tax on lodging in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense, except when 'MALT-Plus' per diem for POC travel is paid.

*C. Foreign Lodging Tax. The maximum amount allowed for lodging in foreign areas includes a lodging tax amount. Tax on lodging in foreign areas is not a separate miscellaneous reimbursable expense.

D. Examples

1. Example 1. Per Diem Rate/POC TDY Mileage Computation

EXAMPLE 1
Per Diem Rate/POC TDY Mileage Computation

A traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the travel authorization/order. See par. U3305-B. The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.

Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.

The maximum per diem rate for the TDY location is $109 ($70/ $39); actual lodging cost is $72/night. The 12-hour rule does not apply because the TDY period is over 12 hours.

AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO. See Ch 4, Part C.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
10 May	Residence	1st Stopover	$109 ($70/ $39)	$60	400 miles
11 May	En Route	TDY Station	$109 ($70/ $39)	$72	15 miles
12 May	TDY Station	TDY Station	$109 ($70/ $39)	$72	
13 May	TDY Station	2nd Stopover	$111 ($72/ $39)	$60	365 miles
14 May	En Route	Residence	Use 2nd Stopover MI&E		50 miles

REIMBURSEMENT

Day 1	$60 + ($39 x 75%) =	$ 89.25
Day 2	$72 = ($72 limited to $70) + $39 =	$109.00
Day 3	$72 = ($72 limited to $70) + $39 =	$109.00
Day 4	$60 + $39 =	$ 99.00
Day 5	$39 x 75% =	$ 29.25
1 round trip of 830 miles (official distance) x $0.55/mile =		$456.50
Total Reimbursement		**$892.00**

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

EXAMPLE 2
Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

A member is TDY to a U.S. INSTALLATION at which GOV'T lodging (at $6/night) and dining facility/mess is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17th because breakfast was not available.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order. See par. U3305-B.

The maximum per diem rate is $109 ($70/ $39). GMR (par. U4149-B) is $10.80 and the PMR (par. U4149-C) is $24 plus $3.00, the CONUS IE rate, applies in this example.

***NOTE*: GOV'T dining facility/mess deductions are never made for arrival and departure days. See par. U4147, item 1. The GMR and PMR rates used in this example are for illustrative purposes only – see APP A, GMR definition for the current GOV'T meal rate.**

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	$6 + ($39 x 75%) =		$35.25
16 March	$6 + $10.80 (GMR) + $3 (I) =		$19.80
17 March	$6 + $24 (PMR) + $3 =		$33.00
18 March	$6 + $10.80 (GMR) + $3 =		$19.80
19 March	$39 x 75% =		$29.25
1 round trip of 650 miles (official distance) x $0.55/mile =			$357.50
Total Reimbursement			**$494.60**

3. Example 3. Per Diem Rate – AOR Travel Computation

EXAMPLE 3
Per Diem Rate – AOR Travel Computation

A member is authorized TDY in an AOR. On 2 Jan, the member departed the residence via POC, and was en route awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The member stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The member departed the AOR TDY station and arrived at another AOR location on 31 Jan. The member departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The member departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:

Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		$15 ($0/ $15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	$15 ($0/ $15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	$15 ($0/ $15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	$15 ($0/ $15) TDY Destination
31 Jan	Dep TDY (AOR)	TP	--	$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	$190 ($126/ $64) Stopover Point
2 Feb	Arr Residence	PA	MC	$190 ($126/ $64) Preceding calendar day's M&IE rate

Reimbursement		
2 Jan	$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)	$11.25
3 Jan	$15/day x 1 day = (TDY destination M&IE, no lodging required)	$15.00
4 Jan	$15.00/day (TDY destination M&IE, lodging $0)	$15.00
5-30 Jan	$3.50/day x 26 days = (AOR M&IE, lodging $0)	$91.00
31 Jan	$3.50/day (En route AOR to AOR M&IE, lodging $0)	$3.50
1 Feb	$70 + $64 = $134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at $70)	$134.00
2 Feb	$64/day x 75% = (75% of preceding calendar day's M&IE rate)	$48.00
Reimbursement for per diem due member		**$317.75**

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC member.

2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:

a. Per diem or AEA for the actual travel time ***(no per diem or AEA while at the PDS)*** to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or

b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

****NOTE*: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a separate miscellaneous reimbursable expense. OCONUS foreign lodging tax is not a separate miscellaneous reimbursable expense.***

3. Allowances Not Authorized. No per diem is credited for any day the member was in a leave status.

4. Contingency Operation. See par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

NOTE: The GMR used in the following example(s) is for illustrative purposes only. Check APP A (GMR) for the current GOV'T meal rates.

1. Example 1

EXAMPLE 1
Per Diem and POC TDY Mileage Computation

A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is $65/night. The maximum per diem rate is $112 ($73/ $39). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS. See par. U4102-D.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.

The traveler is due $1,417.00 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$65 + ($39 x 75%) =		$94.25
24 to 26 June	$65 + $39 = $104/day x 3 days =		$312.00
27 June	$39 x 75% =		$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		$0.00
29 June	$65 + ($39 x 75%) =		$94.25
30 June-2 July	$65 + $39 = $104/day x 3 days =		$312.00
3 July	$39 x 75% =		$29.25
2 round trips of 650 miles (official distance) = 1,300 miles x $0.55/mile =			$715.00
Actual Cost Total			**$1,586.00**
Constructed Cost			
23 June	$65 + ($39 x 75%)=		$94.25
24 June-2 July	$65 + $39 = $104/day x 9 days =		$936.00
3 July	$39 x 75% =		$29.25
1 round trip of 650 miles (official distance) x $0.55/mile =			$357.50
Constructed Cost Total			**$1,417.00**

2. Example 2

EXAMPLE 2
Per Diem, GMR and POC TDY Mileage Computation

A member is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is $6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is $109 ($70/ $39). The GMR (par. U4149-B) is $10.80 plus $3.00 CONUS IErate for this example.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.

The member is due $386.80 (constructed cost since it is less than the actual cost for this example).

***NOTE*: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see APP A, GMR definition for the current GOV'T meal rate.**

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$6 + ($39 x 75%) =		$35.25
10 July	$6 + $10.80 + $3 =		$19.80
11 July	$39 x 75% =		$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		$0.00
13 July	$6 + ($39 x 75%) =		$35.25
14-15 July	$6 + $10.80 + $3 = $19.80/day x 2 days =		$39.60
16 July	$39 x 75% =		$29.25
2 round trips of 370 miles (official distance) x 2 = 740 miles x $0.55/mile =			$407.00
Actual Cost Total			**$595.40**
Constructed Cost			
9 July	$6 + ($39 x 75%) =		$35.25
10-15 July	$6 + $10.80 + $3 = $19.80/days times 6 days =		$118.80
16 July	$39 x 75% =		$29.25
1 round trip of 370 miles (official distance) x $0.55/mile =			$203.50
Constructed Cost Total			**$386.80**

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

****A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized transportation expense reimbursement.*** The member is authorized only per diem-related expenses based on the TDY location per diem rate and any miscellaneous reimbursable expenses that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

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

Example 2: Member TDY from Location X to Base Y (with a maximum per diem rate of $161 ($110/ $51)) where the member is staying on the U.S. INSTALLATION for $20/night with no tax and is being paid the $31 proportional meal rate (PMR) based on the authorization/order content that indicates GOV'T QTRS and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays $75 and 12% lodging tax ($9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is $122 ($79/ $43), the member is limited to $20/night for lodging, no reimbursement of Location Z lodging tax, and is paid $31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem ($20 for lodging + $31 for M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR since they were directed in the authorization/order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

Example 3: Member TDY from Location D to Location E (with a per diem rate of $161 ($110/ $51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays $75 and 12% lodging tax ($9.00) for Location F lodging each night. Even though the Location F per diem rate is $113 ($70/ $43), the member is paid $75/night for lodging, and reimbursement of Location F lodging tax ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to $110 for lodging + $51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

***U4177 NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT**

* The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) when the circumstances of the travel or duty to be performed so warrant ***and are peculiar to that particular Service***. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate Service or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***The authorized reduced per diem rate must be stated on the travel authorization/order before travel begins*** (***or as part of an authorization/order amendment/modification covering a prospective period after the original authorization/order modification was issued). In the absence of such authority, a travel authorization/order prescribing a different per diem rate is without effect and the applicable locality rate is used.*** Reduced per diem rate calculation should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4179 PER DIEM RATE REVIEW

A. General. When a member, 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. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.

3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.

5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001.

6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

*8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, ATTN: E&S Branch, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

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

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

CONUS Locations

General Services Administration
Office of Governmentwide
ATTN: Travel Mgmt Division (MTT)
1800 F Street NW, #G-219
Washington, DC 20405-0001

Non-Foreign OCONUS Locations

***Per Diem, Travel and Transportation Allowance Committee (PDTATAC)**
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Foreign OCONUS Locations

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U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Ch 4, Part B. See pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(1) Departure Day from PDS						
	A	**B**	**C**	**D**	**E**	**F**
	Arrived at the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS. The member occupied GOV'T QTRS.	Arrived at the TDY location (on a U.S. INSTALLATIO N – GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available GOV'T QTRS.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for the Departure Day from the PDS 6/	75% of the M&IE rate for the TDY locality 1/ plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. 2/, 5/	75% of M&IE rate for TDY locality 1/ plus the cost of GOV'T QTRS NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality 1/ plus the cost of lodgings occupied NTE cost of available GOV'T QTRS. No reimbursement for lodging tax.	75% of the M&IE rate for the next destination (TDY/stopover point) locality 1/ for departure day.	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. 2/, 5/	75 % of the M&IE rate for TDY locality 1/ plus lodging 2/, 5/ cost NTE the maximum lodging prescribed for the TDY locality. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(2) Whole Travel Days - CONUS						
	A	**B**	**C**	**D**	**E**	**F**
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. INSTALLATION) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. The member occupied GOV'T QTRS.	Each whole day at CONUS TDY locality (not on a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) – the member occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) when a member elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days [6/]	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality [2/].	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus $3 if directed in the authorization/ order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $3 when the authorization/ order directs essential unit messing and 3 meals are available to the member. PMR plus $3 applies if 3 meals are not available to the member. [1/]	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality [2/] (If directed in the authorization/order, M&IE is PMR plus $3 when deductible meals are provided [7/] – par. U4165-1)	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3, if directed in the authorization/ order, (3) PMR plus $3 if directed in the authorization/ order, or (4) no amount for meals plus $3 when the authorization/ order directs essential unit messing (see par. U4400 for GOV'T dining facility/ mess use/ availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging NTE the cost of GOV'T QTRS (Lodging tax are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3, if directed in the authorization/ order, (3) PMR plus $3 if directed in the authorization/ order, or (4) no amount for meals plus $3 when the authorization/ order directs essential unit messing (see par. U4400 for GOV'T dining facility/ mess use/ availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

Quick Reference - Per Diem Allowances
TDY Travel of More Than 24 Hours
Footnotes: See table # 4

(3) Whole Travel Days - OCONUS						
	A	**B**	**C**	**D**	**E**	**F**
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. The member occupied GOV'T QTRS.	Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION)	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) . The member occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) when the member elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days [6/]	M&IE [4/] applicable to the OCONUS TDY locality plus the cost of lodging [5/] NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus $3.50 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $3.50 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus $3.50 applies if 3 meals are not available to the member. [1/)]	M&IE [4/] applicable to the OCONUS TDY locality plus the cost of lodging [5/] NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus $3.50, (2) Standard GMR plus $3.50 [3/], if directed in the authorization/ order, (3) PMR plus $3.50 [3/], if directed in the authorization/order , or (4) no amount for meals plus $3.50 [3/] when the authorization/order directs essential unit messing (see par. U4400 for GOV'T dining facility/ mess use/ availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging NTE the cost of GOV'T QTRS [5/]. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3.50 [3/], if directed in the authorization/order , (3) PMR plus $3.50 [3/], if directed in the authorization/order , or (4) no amount for meals plus $3.50 [3/] when the authorization/order directs essential unit messing (see par. U4400 for GOV'T dining facility/mess use/ availability and par. U4149 for the applicable M&IE rate)).	Per diem at the rate authorized under par. U4177.

(4) Day of Return to PDS					
	A	**B**	**C**	**D**	**E**
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
Per Diem for Return Day to PDS [6/]	75% of M&IE rate for last TDY locality. [1/]	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. [1/]	For departure day from the TDY: M&IE plus lodging [2/, 5/] cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of M&IE prescribed for the TDY locality.

Footnotes

1/ GMR/PMR and the $3.50 IE rate do not apply on day of departure from, or return to the PDS, or any day the member is traveling.

2/ Lodging tax ***is*** a separate miscellaneous reimbursable expense for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

*3/ The AO can determine that the $3.50 IE rate is not adequate for TDY on an OCONUS U.S. INSTALLATION and authorize/approve the TDY locality IE rate. TDY locality IE rate payment may be authorized/ approved and must be stated in the travel authorization/order.

4/ For OCONUS travel the AO can determine that a $3.50 IE rate, in lieu of the TDY locality IE, is adequate for anticipated expenses when the member is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of $3.50 may be authorized and must be stated in the authorization/order.

5/ Lodging tax ***is not*** a separate miscellaneous reimbursable expense for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.

6/ (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/day, is a separate miscellaneous reimbursable travel expense in addition to per diem/AEA when travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging ***in CONUS*** (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 Nights NTE $16, etc.).

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing ***is not*** a separate miscellaneous reimbursable expense for ***OCONUS*** travel, but is part of the IE rate included within the per diem rates/AEA authorized/approved for ***OCONUS*** travel.

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

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

*****An actual expense allowance allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the applicable per diem rate**.**

*U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,

2. Of special duties, or

3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;

2. Should be stated in the travel authorization/order when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);

4. Authorization/approval cover a traveler specifically listed in the request and any alternate/additional traveler not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.

2. 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' travel authorization/order.***

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DOD Component concerned should submit a request for a per diem rate adjustment. See par. U4179.

4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:

a. Missile launch,

b. Sports event,

c. World's fair,

d. Convention,

e. Natural disaster, or

f. Similar event;

3. To a location at which affordable lodgings are not available within a reasonable travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;

4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other QTRS for which the charge is well above what ordinarily would have been paid for accommodations);

5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and

6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in APP L, par. E. See also Ch 7, Part U.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other GOV'T aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary***.

U4225 EXPENSES

A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in APP A.

B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;

2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, 24 March 1978); or

3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". See B-193504, 9 August 1979 and B-192246, 8 January1979.

U4230 AEA REQUESTS

A. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:

a. Specific reason for travel (see APP H for general travel purposes);

b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DOD component;

c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DOD component;

d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;

e. Available information that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;

f. A reimbursement limitation recommendation; and

g. The name and phone number (commercial (and DSN) both with area code)) of a PoC for the request.

2. ***Vouchers/receipts are not submitted with the AEA request.***

3. Uniformity of allowances must be ensured (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

B. Channels of Submission. See APP L.

U4235 150% MAXIMUM AEA

*****A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate.

*****B. OCONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below the greater of the following:

1. 150% of the per diem rate; or

2. $50 plus the locality per diem rate.

See APP L for a list of who may authorize/approve AEAs up to 150%.

***U4240 300% MAXIMUM AEA**

Daily maximums for any travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) may be authorized/ approved if required to meet travel-associated expenses.

See APP L for a list of who may authorize/approve AEAs up to 300%.

***U4250 OVER 300% MAXIMUM AEA**

*****Under special/unusual circumstances or when a ***member*** has no alternative but to obtain ***OCONUS*** lodging that exceeds 300% of the applicable rate, an amount in excess of 300% may be authorized ***in advance only*** by an AEA issued by:

*1. The PDTATAC Division Chief. These requests must be submitted IAW pars. U4210-1 and U4230-A1 to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Travel and Transportation Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

or by email to pdtatac@dtmo.pentagon.mil with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

NOTE: An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.

U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.

3. Depending on what AEA level is authorized/approved, reimbursement for M&IE must not exceed:

a. 150% of the M&IE rate for the TDY location,

b. $25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2, or

c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

B. IE. When GOV'T QTRS are available on a U.S. INSTALLATION (see APP A), the maximum reimbursement for IE is:

1. CONUS. $3.00 in CONUS, and

2. OCONUS

a. $3.50 OCONUS for all full TDY days, except the days travel begins/ends, or

b. The locality IE rate when the AO determines the $3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. **EXAMPLE**:

a. A traveler is authorized/approved an AEA for lodging.

b. The traveler is paid M&IE on a per diem basis. Itemization of M&IE is not required when M&IE is paid on a per diem basis.

c. The locality per diem rate is $60 (lodging) + $46 (M&IE) = $106 (Total).

d. The AEA must not exceed 150% of the ***total*** locality per diem rate.

e. The AEA for the maximum amount allowed for ***lodging*** is computed as follows:

(1) $106 (Total Per Diem) x 150% = $159,

(2) $159 - $46 (M&IE) = $113 maximum allowed for lodging.

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4235, U4240, and U4250 (60 Comp. Gen. 181 (1981) and 62 id. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of M&IE is not required.

U4260 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case can the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes M&IE, the daily amount of IE that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These IEs include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the IE portion of the PER DIEM definition in APP A), hotel maid tips, and similar expenses. ***Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

a. A separately reimbursable expense (up to an average of $2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging ***NOTE: This is not payable unless expenses have been incurred.***, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. **OCONUS EXAMPLE**: A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a $32 dry-cleaning cost on Friday. The $32 cost is averaged over the 8-day TDY and the member may indicate that $4 was paid daily.

4. **CONUS EXAMPLE**: A member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a $40 dry-cleaning bill. The $40 cost is averaged over the 10-day TDY to equal a $4 per day average cost. The member may only be reimbursed for $2 per day so the total reimbursement paid to the member is $20.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. See par. U4145-A. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

2. Departure Day Reimbursement. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Return Day Reimbursement. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

***U4265 COMPUTATION EXAMPLES**

*A. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in the U.S. and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense in addition to AEA.

*B. The maximum amount allowed for lodging in foreign OCONUS areas/countries includes a lodging tax amount. Tax on lodging in foreign OCONUS areas/countries is part of per diem/AEA and is not a separate miscellaneous reimbursable expense.

*C. Following are computation examples when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

EXAMPLE 1
AEA Single TDY location
AEA authorized for lodging and M&IE paid on a per diem basis

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146 Lodging - $99, M&IE - $47	AEA authorized NTE $219 ($146 x 150%) Lodging NTE $172 ($219 - $47) M&IE - $47

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
10 Aug	Residence	TDY	$130.00
11-12 Aug		At TDY Station, Lodging - $130/day x 2 days =	$260.00
13 Aug	TDY	Residence	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
10 Aug	$47 x 75% = $35.25 + $130 =	$165.25
11-12 Aug	$47 + $130 = $177/day x 2 days =	$354.00
13 Aug	$47 x 75% = $35.25	$35.25
Total Reimbursement		$554.50

EXAMPLE 2
AEA to multiple CONUS TDY locations A, B, and C
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, $296 ($248.50 = $249/ $47).
Location B – Lodging and M&IE paid on a per diem basis, $108 ($77/ $31).
Location C – Lodging and M&IE paid on a per diem basis, $116 ($77/ $39).

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location 'A' Per Diem w/o AEA	**CONUS TDY Location 'A' Per Diem Rate w/AEA**
Maximum Per Diem - $197 Lodging - $150, M&IE - $47	AEA authorized NTE $295.50 ($197 x 150% = $295.50 = $296) Lodging NTE $249 ($296 - $47) M&IE - $47

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
7 Sep	Residence	TDY, Location A	$170.00
8 Sep		TDY, Location A	$170.00
9 Sep	TDY, Location A	TDY, Location B	$70.00
10 Sep		TDY, Location B	$70.00
11 Sep	TDY, Location B	TDY, Location C	$75.00
12 Sep	TDY, Location C	Residence	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
7 Sep	$47 x 75% = $35.25 + $170.00 (AEA lodging) TDY Location A =	$205.25
8 Sep	$47 + $170 (AEA per diem rate) =	$217.00
9-10 Sep	$31 + $70 = $101/day x 2 days, TDY Location B =	$202.00
11 Sep	$39 + $75, TDY Location C =	$114.00
12 Sep	$39 X 75% =	$29.25
Total Reimbursement		**$767.50**

EXAMPLE 3
AEA for two CONUS TDY locations A and B
Location A – Lodging and M&IE paid on a per diem basis, $110($71/ $39).
Location B – AEA authorized for lodging, M&IE paid on a per diem basis, $198 ($159/ $39) AEA.

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location 'B' Per Diem w/o AEA	**CONUS TDY Location 'B' Per Diem Rate w/AEA**
Maximum Per Diem - $132 Lodging - $93, M&IE - $39	AEA authorized NTE $198 ($132 x 150% = $295.50 = $198) Lodging NTE $159 ($198 - $39) M&IE - $39

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
1 Oct	Residence	TDY, Location A	$70.00
2 Oct		TDY, Location A	$70.00
3 Oct	TDY, Location A	TDY, Location B	$120.00
4 Oct	TDY, Location B	Residence	

Date	**REIMBURSEMENT (denotes AEA computation)**	**Amount**
1 Oct	$39 x 75% = $29.25 + $70, TDY Location A =	$99.25
2 Oct	$39 + $70 =	$100.00
3 Oct	$39 + $120 (AEA), TDY Location B =	$159.00
4 Oct	$39 x 75% =	$29.25
Total Reimbursement		**$396.50**

EXAMPLE 4
AEA for multiple CONUS and OCONUS TDY locations A, B, and C
CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, $254 ($208/ $46).
OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, $294 ($209/ $85).
OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, $365 ($293.50 = $294/ $71)

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

OCONUS TDY Location 'C' Per Diem w/o AEA	**OCONUS TDY Location 'C' Per Diem Rate w/AEA**
Maximum Per Diem - $243 Lodging - $172, M&IE - $71	AEA authorized NTE $365 ($243 x 150% = $364.50 = $365) Lodging NTE $294 ($365 - $71) M&IE - $71

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
5 Aug	Residence	TDY, Location A	$200.00
6 Aug		TDY, Location A	$200.00
7 Aug	TDY, Location A	TDY Location B	$205.00
8-9 Aug		TDY Location B – Lodging $205 x 2 days	$410.00
10 Aug	TDY, Location B	TDY, Location C	$200.00
11 Aug		At TDY Location C	$200.00
12 Aug	TDY, Location C	Residence	

Date	**REIMBURSEMENT (denotes AEA computation)**	**Amount**
5 Aug	$46 x 75% = $34.50 + $200, TDY Location A =	$234.50
6 Aug	$46 + $200 =	$246.00
7-9 Aug	$85 + $205 = $290/day x 3 days, TDY Location B =	$870.00
10-11 Aug	$71 + $200 = $271/day x 2 days, TDY Location C (AEA per diem) =	$542.00
12 Aug	$71 x 75% =	$53.25
Total Reimbursement		**$1,945.75**

EXAMPLE 5
AEA Single TDY location
AEA authorized for lodging and M&IE

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This rule applies when the individual AEA amounts exceed the maximum daily AEA per diem rate IAW par. U1007-A2.

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146 Lodging - $99, M&IE - $47	AEA authorized NTE $219 ($146/day x 150% = $219/day) Lodging NTE $149 ($99/day x 150 = $148.50 = $149, add $.50) M&IE - $70 ($47/day x 150% = $70.50 = $71, reduce to $70)

ITINERARY

Date	**Depart**	**Arrive**	**M&IE**	**Lodging**
10 Aug	Residence	En route/TDY	Dinner - $25	$130.00
11 Aug		At TDY Station	Breakfast - $6, Lunch - $10, Dinner - $24, IE - $3	$130.00
12 Aug		At TDY Station	Breakfast - $15, Lunch - $20, Dinner - $40, IE - $3	$130.00
13 Aug	TDY	Residence	Breakfast - $5, Lunch $12	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
10 Aug	$25 + $130 =	$155.00
11 Aug	$43 + $130 =	$173.00
12 Aug	$78 + $130 = (Total reimbursement is limited by maximum daily $70 AEA M&IE)	$200.00
13 Aug	$17	$17.00
Total Reimbursement		**$545.00**

PART F: OCCASIONAL MEALS AND QTRS

U4510 OCCASIONAL MEALS AND QTRS

A. General. A member is authorized reimbursement for meals and/or QTRS under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 (see below) ***and*** is in a status listed in par. U4510-A2. See below.

1. Requirements

   a. Procure QTRS from commercial, GOV'T or non-appropriated fund sources;

   b. Use GOV'T QTRS and pay a service charge;

   c. Retain QTRS at a prior TDY location when the retention is authorized/approved by appropriate authority; or

   d. Procure meals from commercial or non-appropriated funds sources;

2. Status

   a. Par. U4102-D (within PDS limits only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);

   b. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS);

   c. Par. U4102-F (round trips within 12 hours);

   d. Par. U4102-G (members traveling together with no/limited reimbursement);

   e. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a ship);

   f. Par. U4102-L (field duty);

   g. Pars. U4102-O and U4102-P (A member and/or straggler separated from others traveling together under an authorization/order directing no/limited reimbursement travel);

   h. Par. U4163 (EUM);

   i. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

   j. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;

   k. Par. U7025 (travel incident to application processing);

   l. Par. U7125-D (bed-patient or inpatient);

   m. Par. U7150-A1 (RC Travel); or

   n. Par. U7150-E2g (lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no GOV'T QTRS/mess are available).

B. Computation

1. QTRS

*a. The amount allowed is the member's QTRS cost NTE the maximum lodging amount within the per diem rate for the TDY locality.

b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional QTRS.

c. When a member is required to procure/retain unoccupied QTRS or to procure/retain QTRS at more than one location on any calendar day, reimbursement for the cost of such QTRS is in par. U4135.

*2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) as in pars. U4149-C or U4151-C1 based on the applicable per diem rate for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

CHAPTER 5

PERMANENT DUTY TRAVEL

Paragraph **Title/Contents**

PART A: APPLICABILITY AND GENERAL RULES

U5000 **SCOPE**
A. General
B. Travel Covered

U5002 **APPLICABILITY**
A. General
B. Unique Categories
C. Persons Not Covered

U5012 **PCS ALLOWANCES**
A. General
B. Member and Dependent Travel and Transportation Allowances
C. HHG Transportation and Storage
D. UB Transportation
E. POV Transportation
F. Mobile Home Allowances
G. DLA
H. TLE Allowance
I. Travel and Transportation Allowance Extensions when a Member Separates from the Service
J. Home of Selection
K. PCS Authorization/Order
L. Delayed/Deferred Use of PCS Allowances

U5015 **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**
A. General
B. Reimbursement for the Use of more than Two POCs

U5020 **ADVANCE OF FUNDS**

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

SECTION B1: GENERAL

U5100 **GENERAL**

U5102 **MISCELLANEOUS REIMBURSEMENT**

U5104 **ADVANCE OF FUNDS**

SECTION B2: TRAVEL AND TRANSPORTATION OPTIONS

U5105 **TRAVEL AND TRANSPORTATION OPTIONS**
A. General
B. ‘MALT-Plus’ for POC Travel
C. Reimbursement for Common Carrier Transportation Plus Per Diem
D. Transportation in Kind Plus Per Diem
E. Travel by Mixed Modes

SECTION B3: PCS EXAMPLES – LODGINGS AND MALT PLUS PER DIEM

U5106 **PCS EXAMPLES – LODGINGS AND MALT PLUS PER DIEM**

Paragraph **Title/Contents**

SECTION B4: TRAVEL RESTRICTIONS

U5107 **POC TRAVEL PROHIBITED**

U5108 **ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED**
- A. Transoceanic Travel
- B. Members Traveling Together under an Authorization/Order Directing No/Limited Reimbursement
- C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction
- D. Travel Reimbursement

SECTION B5: PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

U5113 **PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**
- A. Rate
- B. Partial Travel Days
- C. Travel Time
- D. New PDS is a Ship

SECTION B6: PCS TO, FROM, OR BETWEEN OCONUS POINTS

U5116 **PCS TO, FROM, OR BETWEEN OCONUS POINTS**
- A. General
- B. When Land Travel only is Involved
- C. Transoceanic Travel
- D. Transoceanic Transportation Reimbursement Costs
- E. Reimbursement when the Member Performs Circuitous Travel

SECTION B7: TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

U5120 **TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**
- A. Travel when an Authorization/Order to Active Duty is Received at a Place Other Than That to Which Addressed
- B. PCS Authorization/Order Received at TDY Station
- C. PCS Authorization/Order Received while on Leave
- D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS
- E. PCS Authorization/Order Canceled, Amended or Modified En Route
- F. PCS Involving a Unit with a Home Port or PDS Location
- G. Travel to/from a Designated Place
- H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour
- I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated
- J. Unable to Travel with Member's Organization
- K. PCS to Hospital
- L. Member Dies while En Route to New PDS
- M. Directed Travel over other than a Usually Traveled Route

SECTION B8: SEPARATION

U5125 **SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
- B. Separation from the Service or Relief from Active Duty to Continue in the Service

Paragraph **Title/Contents**

C. Discharge from the Service under other than Honorable Conditions
D. Time Limitation
E. Member Ordered to a Place to Await Disability Proceedings Results
F. Member Ordered to a College

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY
A. General
B. Time Limitations
C. Recalled to Active Duty before Selecting a Home
D. Recalled to Active Duty after Selecting a Home
E. Member on TDRL Who Is Discharged or Retired
F. Member Ordered to a Place to Await Disability Retirement

SECTION B9: ALLOWABLE TRAVEL TIME COMPUTATION

U5160 ALLOWABLE TRAVEL TIME COMPUTATION
A. General
B. Transoceanic Travel
C. Common Carrier at Personal Expense or Mixed Modes Travel
D. Elapsed Time is Less Than Authorized
E. Additional Travel Time

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION C1: GENERAL

U5200 PURPOSE

U5201 BASIC AUTHORIZATION
A. General
B. When Dependent Travel and Transportation Allowances Are Not Payable
C. Travel before an Authorization/Order Is Issued
D. Time Limitation

U5202 REIMBURSABLE EXPENSES

U5203 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

U5204 FUNDS ADVANCE

SECTION C2: TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

U5205 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY
A. General
B. Definitions
C. Restriction
D. Authorization
E. Reimbursement

SECTION C3: MISCELLANEOUS TRAVEL FACTORS

U5207 TRANSOCEANIC TRAVEL
A. Transportation Mode
B. Air Travel Medically Inadvisable

Paragraph **Title/Contents**

C. Travel by Oceangoing Car Ferry

U5210 PER DIEM RATE FOR DEPENDENT TRAVEL
A. General
B. Dependent Accompanies Member
C. Dependent Travels Independently
D. Examples

U5215 FACTORS AFFECTING DEPENDENT TRAVEL
A. Member Attains Eligibility for Dependent Travel
B. Dependent Transported OCONUS at GOV'T Expense – Return at GOV'T Expense
C. Dependent Acquired on or before the PCS Authorization/Order Effective Date
D. Effect of an Age Change or Dependency Status on Allowances
E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins
F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/Order Is Received
G. Change of Station while on Leave or TDY
H. Dependent En Route to the New PDS at the Time of the Member's Death
I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date
J. Legal Custody of Children Changes after the Effective Date of the PCS Authorization/Order

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE
A. General
B. MALT Rate
C. Per Diem

SECTION C4: VARIOUS UNIQUE PCS SITUATIONS

U5222 VARIOUS UNIQUE PCS SITUATIONS
A. Called (or Ordered) to Active Duty
B. Assigned to Foreign Service Colleges
C. Ordered to an OCONUS Station to which Dependent Travel is Authorized
D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances
E. Reassigned OCONUS Due to Base Closure or Similar Action before the Prescribed OCONUS
F. Consecutive Overseas Tours (COT)
G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent
H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
J. Assigned to a Mobile Unit or Ship Based Staff
K. Member Ordered to a Hospital in CONUS
L. Convicted Personnel Awaiting Completion of Appellate Review
M. Ship Being Constructed or Undergoing Overhaul or Inactivation
N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

SECTION C5: VARIOUS SEPARATIONS

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

Paragraph **Title/Contents**

A. General
B. Duty Station Erroneously Designated as HOR
C. Separation from the Service or Relief from Active Duty to Continue in the Service
D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
E. Relief from Active Duty for Members of the RCs Called (or Ordered) to Active Duty for Less Than 20 Weeks
F. Member Serves Less Than the Initial Prescribed Period of Service
G. Time Limit
H. Member Ordered to a Place to Await Results of Disability Proceedings
I. Member Ordered to a College

U5230 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. General
B. Time Limits
C. Recalled to Active Duty before Choosing a HOS
D. Recalled to Active Duty after Choosing a HOS
E. Member on TDRL Discharged or Retired
F. Member Dies after Retirement or Release
G. Member Ordered to a Place to Await Disability Retirement

SECTION C6: UNUSUAL/EMERGENCY CIRCUMSTANCES

U5240 **DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
A. General
B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
C. Dependent Travel and Transportation OCONUS for Medical Care
D. Dependent Travel and Transportation Incident to Alert Notice
E. Dependent Travel and Transportation Incident to Tour Extension
F. Dependent Travel and Transportation Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)
G. Dependent Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT)
H. Travel and Transportation for a Dependent Relocating for Personal Safety

U5241 **DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS OR UPON DEATH**
A. General
B. Definitions
C. Limitations
D. When Authorized
E. Administrative Instructions
F. Attendant for a Dependent

U5242 **FUNERAL TRAVEL**
A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony
B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict
C. Definition of Burial Ceremony

Paragraph **Title/Contents**

U5246 **TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER**
A. General
B. Definition
C. Transportation
D. Per Diem
E. Reimbursable Expenses

U5258 **TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE**
A. Definitions
B. Family Authorized Travel and Transportation
C. Attendant
D. Transportation
E. Per Diem
F. Funds Advance

SECTION C7: DEPENDENT STUDENT TRANSPORTATION

U5260 **DEPENDENT STUDENT TRANSPORTATION**
A. General
B. Dependent Student Attending a Dormitory DoDEA School
C. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes
D. Dependent Student Transportation to a School in the U.S.
E. Travel of a DoDEA Student for Academic Competitions and Co-curricular Activities

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

SECTION D1: GENERAL

U5300 **GENERAL**

U5305 **ELIGIBILITY**

U5310 **BASIC ALLOWANCES**
A. General
B. Prescribed Weight Allowances
C. Professional Books, Papers, and Equipment (PBP&E)
D. Additional Consumable Goods
E. Weight Additive Articles
F. Excess Costs for Transportation of a Boat or a Personal Watercraft, either Exceeding 14 Feet, as HHG
G. Recruit's Civilian Clothing
H. Storage
I. GOV'T-paid Expenses
J. Authorized Transportation Locations
K. Transportation of Replacement HHG Items
L. Required Medical Equipment

U5315 **ADMINISTRATIVE WEIGHT LIMITATIONS**
A. General
B. Authorization

Paragraph **Title/Contents**

C. Exceptions

U5317 HHG TRANSPORTATION DISALLOWED

U5318 RE-TRANSPORTATION OF THE SAME HHG

U5319 FUNDS ADVANCE

SECTION D2: TRANSPORTATION METHODS

U5320 TRANSPORTATION METHODS
A. HHG
B. UB
C. GOV'T-procured Transportation
D. Personally-procured Transportation and NTS
E. Split Shipment

U5330 FACTORS AFFECTING HHG TRANSPORTATION
A. Combining Weight Allowances when Husband and Wife Are Both Members
B. Impact of Authorization/Order Effective Date
C. Authorization/Order Amended, Modified, Canceled or Revoked
D. Improper Transportation
E. Items of Extraordinary Value
F. HHG and Mobile Home Allowances
G. HHG Transportation before an Authorization/Order Is Issued
H. Time Limitation
I. Alcoholic Beverage Shipment

SECTION D3: NET WEIGHT AND EXCESS CHARGES

U5335 NET WEIGHT DETERMINATION
A. General
B. GOV'T-arranged Move and Transportation at Personal Expense
C. DPM Transportation
D. UB
E. When Shipment Weight is Unobtainable
F. Exceptions

U5340 EXCESS CHARGES
A. General
B. HHG Transportation in Excess of Authorized Weight Allowance
C. HHG Transportation other than between Authorized Locations
D. Transportation of Unauthorized Articles
E. HHG Transportation with Special Routing or Services Provided

SECTION D4: TRANSPORTATION UNDER VARIOUS SITUATIONS

U5345 TRANSPORTATION UNDER VARIOUS SITUATIONS
A. Entrance into the Service
B. Called/Ordered to Active Duty
C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment
D. Courses of Instruction of 20 or More Weeks at One Location
E. CONUS Area to Which HHG Transportation Is Prohibited
F. Ordered to a CONUS Hospital

Paragraph **Title/Contents**

G. Ordered from PDS to Await an Authorization/Order, Detail, Assignment, or Separation
H. Ordered on PCS to a PDS in the Vicinity of Storage

U5350 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY
A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
B. Ordered from Shore Duty to Sea Duty
C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
G. Ordered from Sea Duty to Sea Duty
H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port
I. Unit Home Port Officially Changed
J. Unit Homeport Change Officially Announced
K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action

SECTION D5: LOCAL SHORT DISTANCE MOVES

U5355 LOCAL SHORT DISTANCE MOVES
A. General
B. Short Distance Move Incident to Reassignment or PCS
C. Short Distance Move and NTS Incident to GOV'T/GOV'T-controlled QTRS or Privatized Housing Assignment/Termination
D. Short Distance Move and NTS Incident to Vacating Local Economy QTRS

SECTION D6: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY
A. General
B. Storage
C. Separation or Relief from Active Duty to Continue in the Service
D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training
F. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing upon Separation or Relief from Active Duty
G. Time Limit
H. Member Ordered Home to Await the Results of Disability Proceedings
I. Member Serving in CONUS Who Has No Dependent and is Separated from the Service under other than Honorable Conditions
J. Enlisted Member Ordered to a College
K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty
L. Member Dies after Separation from Service or Relief from Active Duty

SECTION D7: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT

Paragraph **Title/Contents**

OR SEPARATION PAY

U5365 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. HOS Authorized
B. Transportation to HOS Not Authorized
C. Storage
D. Member Undergoing Hospitalization or Medical Treatment
E. Member Undergoing Education or Training
F. Other Deserving Cases
G. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing before Selecting a Home
H. Recalled to Active Duty before Selecting a Home
I. Recalled to Active Duty after Selecting a Home
J. Member on the TDRL Who Is Discharged or Retired
K. Member Dies after Retirement or Release
L. Member Ordered Home to Await Disability Retirement

SECTION D8: HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

U5370 **HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
A. General
B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
D. HHG Transportation Incident to Alert Notice
E. Cadet or Midshipman Dies while Enrolled in Service Academy
F. Member Reduced in Grade
G. HHG Transportation Incident to Tour Extension
H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member with Dependent Stationed in CONUS)
I. HHG Transportation Incident to IPCOT
J. Consumable Goods Allowance Incident to Tour Extension or IPCOT
K. HHG Transportation for a Dependent Relocating for Personal Safety

SECTION D9: HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

U5372 **HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
A. General
B. Limitations
C. When Authorized
D. Storage
E. Termination of Missing Status
F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse is Also a Member
G. Administrative Instructions

SECTION D10: STORAGE IN TRANSIT (SIT)

Paragraph **Title/Contents**

U5375 **STORAGE IN TRANSIT (SIT)**
A. General
B. Time Limit
C. SIT for HHG Transported from NTS to Destination
D. SIT Converted to NTS
E. HHG Partial Lot Withdrawal and Delivery from SIT
F. Further PCS Authorization/Order Received after the Member Arrives at a New PDS
G. Authorization/Order Amended, Modified, Canceled or Revoked
H. Short Distance Moves

SECTION D11: NON-TEMPORARY STORAGE (NTS)

U5380 **NON-TEMPORARY STORAGE (NTS)**
A. General
B. Place of NTS
C. NTS as an Alternative to Transportation
D. NTS Converted to SIT
E. NTS of HHG Currently in SIT
F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
G. NTS Incident to Occupancy of GOV'T/GOV'T-controlled QTRS or Privatized Housing and Incident to Vacating Local Private Sector Housing
H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage
I. Successive NTS Authorization Periods
J. Authorization/Order Amended, Modified, Canceled or Revoked
K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
L. Time Limits

SECTION D12: AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

U5390 **AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**
A. General
B. Summary of PCS HHG Authorized Locations and Weight Allowance

PART E: POV TRANSPORTATION AND STORAGE

SECTION E1: POV TRANSPORTATION

U5400 **GENERAL**

U5405 **ELIGIBILITY**
A. Initial Authorization
B. Related Shipment/Transportation

U5410 **TRANSPORTATION**
A. Transportation Permitted
B. POV Shipment when Transportation to the New PDS Not Permitted
C. Replacement POV Transportation
D. Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late

U5413 **TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**
A. General
B. POV Delivery/Pick-up Separate from PCS Travel

Paragraph **Title/Contents**

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved
D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved
E. POV Delivery to Pick-up from a Designated POV Port/VPC Accomplished Concurrently with TDY En Route

U5414 TRANSPORTATION OF POV TO/FROM PDS
A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

U5417 *POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS
A. General
*B Member Possesses More than Two Vehicles
C. Restrictions
D. Cost Reimbursement Example
E. Cost Reimbursement Example

U5420 TRANSPORTATION RESTRICTIONS
A. POV Purchased in a Non-foreign OCONUS Area
B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
C. Vehicle Size
D. Combining POV Weight Limitations when Husband and Wife Are Members

U5425 TRANSPORTATION METHODS
A. GOV'T/Commercial Transportation
B. Personally Procured Transportation

U5435 PORTS/VPCs USED
A. Designation of Ports
B. Alternate Ports/VPCs
C. Transshipment from a Designated Port/VPC

U5440 FACTORS AFFECTING POV TRANSPORTATION
A. POV Transportation May Be Deferred
B. Error
C. Authorization/Order Amended, Modified, Canceled or Revoked
D. Transportation before an Authorization/Order Is Issued

U5445 EXCESS COST COLLECTION

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES
A. Official and Personal Situations
B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependent Travel Is Not Authorized before the POV Is Transported from a CONUS Port/VPC
C. Incident to Alert Notice
D. PDS Evacuation
E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
F. POV Transportation for a Dependent Relocating for Personal Safety

Paragraph **Title/Contents**

U5456 TRANSPORTATION INCIDENT TO DIVORCE

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV
A. Incident to Separation from Service or Relief from Active Duty
B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay
C. Incident to PCS

U5460 CARE AND STORAGE

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

SECTION E2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY

U5462 DEFINITION

U5464 GENERAL

U5466 ELIGIBILITY
A. Members
B. Storage

U5467 STORAGE IN LIEU OF SHIPMENT

U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY
A. General
B. Delivery/Pick-up
C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved
D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY en Route

U5470 STORAGE FACILITIES USED
A. Designated Storage Facilities
B. Personally Procured POV Storage

U5472 FACTORS AFFECTING POV STORAGE
A. Orders Amended, Modified, Canceled, or Revoked
B. Storage before an Authorization/Order Is Issued
C. Time Limitation

U5474 RESTRICTIONS
A. Restriction on Vehicle Size
B. Combining POV Size Limitation when Husband and Wife Are Members
C. Other Excess Storage Costs

U5476 CONTINUED POV STORAGE
A. Continued POV Storage for Active Duty Members
B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement or TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

Paragraph **Title/Contents**

U5478 **CARE AND STORAGE**

U5479 **ADVANCE OF FUNDS**

PART F: MOBILE HOMES TRANSPORTATION

U5500 **PRIVATELY OWNED MOBILE HOMES**
A. General
B. Eligibility
C. Geographic Limitations
D. Delayed/Deferred Mobile Home Transportation

U5505 **MOBILE HOME TRANSPORTATION**
A. Definition
B. Member Married to Member
C. Single Member/Concurrent Travel Performed
D. Dependent Travels to/from a Designated Place/Selected Point in CONUS or Alaska
E. Return from a PDS neither in CONUS nor Alaska
F. Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement

U5510 **GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**
A. Routing
B. Personally Procured Commercial Transportation
C. Movement other than by Commercial Transporter
D. GOV'T-procured Transportation
E. Transportation Partly by Commercial Transporter and Partly by other Means

U5515 **MOBILE HOME TRANSPORTATION FACTORS**
A. Mobile Home Allowance Application
B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
C. Improper Shipments
D. Authorization/Order Amended, Modified, Canceled or Revoked
E. Mobile Home Transportation from a Prior PDS
F. Transportation before an Authorization/Order Is Issued
G. HHG Removed from a Mobile Home to Meet Safety Requirements

U5520 **MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

U5530 **MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**
A. General
B. Reimbursable Expenses
C. Non-reimbursable Expenses
D. Cost Constraints
E. Ownership

U5540 **MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
A. When a Dependent Travels before the Member's PCS due to Official/Personal Situations
B. Mobile Home Transportation Incident to Alert Notice
C. Mobile Home Transportation Incident to Tour Extension

Paragraph **Title/Contents**

U5545 **MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
A. General
B. Authorized Transportation
C. Additional Moves—Member Reported as Missing for more than 1 Year
D. Death of a Member

U5555 **TEMPORARY STORAGE**
A. General
B. Storage in Transit (SIT) Time Limits
C. Authorization/Order Amended, Modified, Canceled or Revoked
D. Another PCS Authorization/Order Is Issued after the Member Arrives at the New PDS

U5560 **FUNDS ADVANCE**

PART G: DISLOCATION ALLOWANCE (DLA)

SECTION G1: GENERAL

U5600 **PURPOSE**

U5605 **DEFINITION OF TERMS**
A. Member with Dependent
B. Member without Dependent

U5610 **ELIGIBILITY**
A. Member with Dependent
B. Member without Dependent

U5615 **DETERMINING AMOUNT PAYABLE**
A. General
B. Dependent Authorized to Relocate ICW PCS but Delays Travel

U5620 **FISCAL YEAR LIMITATION ON PAYMENT OF DLA**
A. General
B. Application of Fiscal Year Limitation on DLA Payment

SECTION G2: AUTHORIZATION FACTORS

U5630 **AUTHORIZATION FACTORS**
A. General
B. Special Categories DLA Authorized
C. Special Categories DLA Not Authorized
D. Household Relocation Incident to Alert Notification
E. DLA when a Member-married-to-member Couple is Transferred to a New PDS
F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Lodgings

SECTION G3: DLA RATES

U5635 DLA RATES

U5635 **DLA RATES**
A. Primarary DLA Rates (Table U5G-1)
B. Secondary DLA Rates (Table U5G-2)

Paragraph **Title/Contents**

C. DLA when a Member-Married-to Member Couple is Transferred (Table U5G-3)

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

U5700 PURPOSE

U5705 AUTHORIZATION
A. Authorized TLE
B. Not Authorized TLE

U5710 TIME LIMITATIONS

U5715 TEMPORARY QTRS

U5720 REIMBURSEMENT
A. Member-Married-to-Member
B. Per Diem Rate Used
C. Maximum TLE Reimbursement
D. Reimbursement Example
E. Reimbursement Computation

U5725 FUNDS ADVANCE

PART I: PET QUARANTINE

U5800 GENERAL

U5805 PET QUARANTINE REIMBURSEMENT

U5810 GENERAL PET INFORMATION
A. GOV'T-funded Transportation Not Authorized
B. Pet Quarantine Information
C. U.S. Fish and Wildlife Service Requirements
D. Related Restrictions

U5815 MEMBER AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED

PART J: EARLY RETURN OF DEPENDENT

U5900 DEPENDENT TRAVEL
A. General
B. Official Situations
C. National Interest
D. Personal Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
E. Divorce or Annulment

U5905 HHG TRANSPORTATION
A. From other than CONUS or a Non-foreign OCONUS Area Due to Official Situations
B. National Interest
C. From OCONUS Due to Personal Situations

U5910 POV TRANSPORTATION
A. OCONUS Dependent Transportation Authorized

Paragraph **Title/Contents**

B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued
C. Ex-Family Member Travel Incident to Divorce or Annulment
D. Dependent Return to OCONUS Areas Authorized
E. Authorization on the Next PCS

U5915 MOBILE HOME TRANSPORTATION
A. General
B. Member Assigned to Full PCS Weight Allowance Area
C. Member Assigned to Administrative Weight Restricted Area

U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY
A. General
B. Definitions
C. Restriction
D. Authorization
E. Reimbursement

PART K: RESERVED

PART L: RESERVED

PART M: RESERVED

PART N: RESERVED

PART O: RESERVED

PART P: RESERVED

PART Q: RESERVED

PART R: TRANSPORTATION OF REMAINS OF A DECEASED MEMBER AND/OR A DECEASED DEPENDENT

U5950 GENERAL
A. DOD Directive 1300.22, Mortuary Affairs Policy
B. DTR
C. Sponsoring Service Regulations

U5951 ESCORTING THE REMAINS OF A DECEASED MEMBER

SECTION 1: GENERAL

U5100 GENERAL

This Part prescribes a member's PCS travel and transportation allowances between the old and the new PDS. A member is authorized these allowances whether or not leave is taken en route.

***NOTE*: When residence relocation is unnecessary because the PCS is a short distance move, the member must not be paid 'MALT-Plus', unless ordered to perform TDY en route.**

U5102 MISCELLANEOUS REIMBURSEMENT

*See Ch 5, Part I regarding pet quarantine. See APP G for miscellaneous reimbursable expenses on official travel.

U5104 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for a member may be paid in advance. See par. U1010-B5. A member failing to complete at least 90% of the initial prescribed service periods (par. U5125-A5), and a member discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75% of the least costly available common carrier transportation mode.

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SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General

1. Allowable Travel and Transportation Options. A member may elect to:

a. Travel by POC (see par. U5105-B),

b. Procure common carrier transportation (see par. U5105-C), or

c. Be provided transportation in kind (see par. U5105-D),

2. Exceptions. A member may elect the travel and transportation options listed above except when:

a. Travel is performed partly at personal expense and partly by GOV'T-procured transportation and/or GOV'T conveyance (see par. U5105-E),

b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the authorization/order) (see par. U5108),

c. Travel OCONUS is involved (see par. U5116),

d. There are special circumstances (see par. U5120 and Ch 7), or

e. POV delivery/pickup is involved (see par. U5413).

B. 'MALT-Plus' for POC Travel. Other than for transoceanic travel, PCS travel by POC is to the GOV'T'S advantage. A member traveling by POC is authorized 'MALT-Plus'. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel. See par. U3010. The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time. 'Lodgings-Plus' computed per diem or AEA (as prescribed in Ch 4, Part B or Ch 4, Part C) may not be paid for the same day as 'MALT-Plus' per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. U5125-A3 or U5130-A3. On any day that 'MALT-Plus' and a 'Lodgings-Plus' computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), 'Lodgings-Plus' computed per diem is paid. In addition to 'Lodgings-Plus' computed per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rate. The MALT paid (see par. U2605 for the rate) is determined by the official distance for which MALT may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS authorization/order and whose transportation is to be reimbursed using a PCS authorization/order as authority. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring the expenses is authorized MALT for the official distance. The authorized traveler who is authorized MALT is also authorized to receive the reimbursable expenses.

Example 1: A member-married-to-member couple, each on a PCS authorization/order, and their two children travel together in one POC. One member is paid MALT for the official distance and all reimbursable expenses.

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

Example 3: Member-married-to-GOV'T civilian employee, each traveling on an authorization/order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the GOV'T civilian employee may submit all reimbursable expenses.

Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

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. However, a member may be eligible to submit a claim for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.

2. Per Diem. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. U5160. ***If used, GOV'T QTRS and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DOD policy to use CTOs for all official transportation requirements***. A member who, despite the DOD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule necessary to meet the authorization/order requirements. ***Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair airfare (not the capacity-controlled city-pair airfare if both capacity-controlled and non-capacity-controlled airfares are available) only if GOV'T-procured transportation is available under par. U3120*** (B-163758, 24 July 1972). Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the GOV'T provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), reimbursement is determined under par. U5105-E2.

NOTE: The following is not part of mixed mode travel in a journey:

a. Travel between the duty station and local transportation terminal, or

b. Travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any GOV'T-procured transportation used for a portion of the journey. ***NOTE: Do not collect excess cost from the member if deducting the cost of the GOV'T-procured transportation for the ordered travel from the 'MALT-Plus' results in a negative amount***.

3. PCS Mixed Modes Example

PCS Mixed Modes

****NOTE*: The rates used in this example may not be current. See par. U2025 for the current Standard CONUS per diem and par. U2600 for the MALT rate.***

Date	**Departure/Arrival**	**Location**	**Transportation**
01 Jun	Depart:	Old PDS	CP
01 Jun	Arrive:	LV address	
20 Jun	Depart:	LV address	POC
30 Jun	Arrive:	New PDS	

DTOD distance from the old PDS to the new PDS is 2,984 miles
DTOD distance from the leave address to the new PDS is 838 miles
MALT rate per authorized POC is $.24/mile
'MALT-Plus' per diem rate is $109/day
LV address M&IE is $44.00
New PDS M&IE is $64.00

COST FOR ACTUAL TRAVEL:		
1 Jun	Commercial air cost from old PDS to leave address (non city-pair airfare)	$250.00
	Taxi to airport	$25.00
	Per diem: 75% x $44 =	$33.00
20 – 30 Jun	MALT: 838 miles x $.24/mile =	$201.12
	'MALT-Plus' per diem: $109/day x 3 days =	$327.00
Total Actual Cost =		**$836.12**
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:		
1-9 Jun	MALT rate: 2,984 miles x $.24/mile =	$716.16
	'MALT-Plus' per diem: $109/day x 9 days =	$981.00
Total Constructed Cost =		**$1,697.16**

Reimburse to the traveler the actual cost ($836.12) NTE the constructed cost ($1,697.16). **The traveler is due $836.12.**

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SECTION 3: PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

U5106 PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

EXAMPLE 1				
Date	**Departure/Arrival**	**Location**	**Transportation**	**Distance**
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi $25
	Arrive:	New PDS		
Traveler spends $115 for lodging on 15 July. POE per diem rate is $188 ($126/ $62). POE is not the local terminal for the old PDS. M&IE for the new PDS is $39. MALT rate per authorized POC is $.24/mile.				
REIMBURSEMENT:				
15 Jul	Per Diem: 75% x $62 = $46.50 + $115 ($115 < $126) =			$ 161.50
	MALT: 114 miles x $.24/mile =			$27.36
16 Jul	Per Diem: 75% x $39 =			$29.25
	Taxi			$25.00
Total Reimbursement =				**$243.11**
NOTE: MALT & 'Lodgings-Plus' per diem are paid for the same day.				

EXAMPLE 2				
*The Standard CONUS per diem rate used in this example may not be current. See par. U2025 for the current Standard CONUS per diem rate.				
Date	**Departure/Arrival**	**Location**	**Transportation**	**Distance**
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi $20
	Arrive:	New PDS		
Traveler spends $110 for lodging on 3 Aug. POE per diem rate is $152 ($110/ $42). M&IE for the new PDS is $60. Standard CONUS per diem = $109. MALT rate per authorized POC is $.24/mile.				
REIMBURSEMENT:				
1-2 Aug	$109/day x 2 days =			$ 218.00
3 Aug	$110 + $42 =			$152.00
	805 miles x $.24/mile =			$193.20
4 Aug	75% x $60 =			$45.00
	Taxi			$20.00
Total Reimbursement =				**$628.20**
NOTE: Even though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.				

EXAMPLE 3

*The Standard CONUS per diem rate used in this example may not be current. See par. U2025 for the current Standard CONUS per diem rate.

Date	Departure/Arrival	Location	Transportation	Distance
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles

Traveler spends $70/night for lodging 4-9 Jun while TDY.
TDY per diem rate is $109 ($70/ $39).
Standard CONUS per diem = $109.
MALT rate per authorized POC is $.24/mile.

REIMBURSEMENT:

1-3 Jun	$109/day x 3 days =	$ 327.00
4 Jun	$70 + $39 =	$109.00
	1,200 miles x $.24/mile =	$288.00
5-9 Jun	($70 + $39)/day x 5 days =	$545.00
10 Jun	$109/day x 1 day =	$109.00
	300 miles x $.24/mile =	$72.00
Total Reimbursement =		**$1,450.00**

NOTE: Even though MALT is paid 4 June, pay 'Lodgings-Plus' per diem since the traveler arrived at the TDY location that day.

EXAMPLE 4

*The Standard CONUS per diem rate used in this example may not be current. See par. U2025 for the current Standard CONUS per diem rate.

Date	Departure/Arrival	Location	Transportation	Distance
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		

Traveler spends $109 for lodging on 10 Jul.
POE per diem rate is $155 ($109/ $46).
POD is not the local terminal for the new PDS.
New PDS M&IE is $82.
Standard CONUS per diem = $109.
MALT rate per authorized POC is $.24/mile.

REIMBURSEMENT:

1-9 Jul	$109/day x 3 days =	$ 327.00
10 Jul	$109 + $46 =	$155.00
	1,080 miles x $.24/mile =	$259.20
11 Jul	75% x $82 =	$61.50
	120 miles x $.24/mile =	$28.80
Total Reimbursement =		**$831.50**

NOTE: Even though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.

SECTION 3: MISCELLANEOUS TRAVEL FACTORS

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

2. Maximum use should be made of GOV'T air transportation.

3. A dependent is not required to use GOV'T air transportation. However, if the dependent agrees to do so, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

4. When appropriate GOV'T air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is IAW par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.

2. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See par. U3130-D concerning stateroom standards and required use of U.S. registry ships.

3. The provisions in par. U5116-D1 for directing a member to use GOV'T/GOV'T-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATE FOR DEPENDENT TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's actual travel ICW the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel ICW the PCS are not used in computing the per diem allowance for travel of any other dependent addressed in pars. U5210-B and U5210-C.

B. Dependent Accompanies Member. When a dependent travels with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and

2. One-half for each dependent under age 12.

NOTE: When more than one POC is used as provided for in par. U5015-A, and a dependent traveling in a POC travels along the same general route on the same days as the member, the dependent is accompanying the member. See par. U5210-C for a dependent 'not' accompanying the member. A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent Travels Independently. A dependent is not 'accompanying the member' when the dependent travels separately from a member on different routes and/or at different times. The member is authorized per diem for this dependent as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

D. Examples

***See par. U2025 for the current Standard CONUS per diem rate.**

EXAMPLE 1: CONUS TO OCONUS PCS

Member, spouse, and 4-year old child perform PCS travel.
Family spends $150 for lodging (single room rate is $120) on 3 Aug.
POE per diem rate is $152 ($110/ $42).
New PDS M&IE is $60.
Standard CONUS per diem = $109.

Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - $20.00

REIMBURSEMENT		
1-2 Aug	$245.25 ($109 member + 81.75 spouse + 54.50 child)/day x 2 days=	$ 490.50
3 Aug	$110 + $42 = (member)	$152.00
	($152 x 75% spouse) + ($152 x 50% child) =	$190.00
4 Aug	$60 x 75% = (member)	$45.00
	($60 x 75% x 75% spouse) + $22.50 ($60 x 75% x 50% child) =	$56.25
MALT	600 miles x $.24/ mile =	$144.00
Taxi		$20.00
Total Reimbursement		**$1,097.75**

EXAMPLE 2: OCONUS TO CONUS PCS

Member, spouse, 14 year-old child and 10 year-old child perform PCS travel.
Family spends $220 for lodging (single room rate is $100) on 15 Jul.
POE per diem rate is $188 ($126/ $62).
New PDS M&IE is $39.
Standard CONUS per diem = $109.

Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi - $20.00
REIMBURSEMENT				
15 July	$62 x 75% = $46.50 + $100 ($100 less than $126) = (member)			$ 146.50
	$219.75 ($146.50 x 75%/dependent x 2 dependents ≥ age 12) + $73.25 ($146.50 x 50%/dependent < age 12) =			$293.00
16 July	$39 x 75% = (member)			$29.25
	$43.88 ($39 x 75% x 75%/dependent x 2 dependents ≥ age 12) + $14.63 ($39 x 75% x 50%/dependent < age 12) =			$58.51
	MALT: 300 miles x $.24/mile =			$72.00
	Taxi			$25.00
Total Reimbursement				**$624.26**

NOTE: MALT & 'Lodgings-Plus' per diem are paid for the same day.

U5215 FACTORS AFFECTING DEPENDENT TRAVEL

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. U5201-B who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependent Travel Is Authorized. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Travel authorization from the dependent's location on the PCS authorization/order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. A dependent temporarily absent from the old PDS at the time an authorization/ order is received is subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent-restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized. Authorization is from the dependent's location on the PCS authorization/order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place at which the dependent remained, or to which the dependent moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Transported OCONUS at GOV'T Expense – Return at GOV'T Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis *(See **NOTE 2** below)*, who no longer qualifies as a dependent under APP A and/or an unmarried child *(See **NOTE 2** below)* who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at GOV'T expense to the member's OCONUS PDS. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,

2. The dependent's native country if the dependent is foreign-born.

***NOTE 1*: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.**

***NOTE 2*: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.**

C. Dependent Acquired on or before the PCS Authorization/Order Effective Date. A member who acquires a dependent, on or before the PCS authorization/order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS. See par. U5222-G. For Service Academy graduates, see par. U5222-A2.

***NOTE*: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS. See pars. U5201-B3d and U5201-B3g. (*42 Comp. Gen. 344 (1963)* and *B-171969, 8 February 1972*).**

D. Effect of an Age Change or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS authorization/order effective date (see APP A). If dependency status no longer exists when travel begins, no authorization exists.

1. Age Changes. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS authorization/order effective date. When travel begins more than 60 days after the PCS authorization/order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60th day. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. U5210. When dependent travel:

a. Begins on/before the PCS authorization/order effective date and ends after the PCS authorization/order effective date, per diem is based on the age on the PCS authorization/order effective date;

b. Ends before the PCS authorization/order effective date, per diem is based on the age on the date travel ends;

c. Begins 60 or fewer days after the PCS authorization/order effective date, per diem is based on the age on the date travel begins; or

d. Begins more than 60 days after the PCS authorization/order effective date, per diem is based on the age on the 60th day after the PCS authorization/order effective date.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under a PCS authorization/order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

4. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS authorization/order to a PDS to which the dependent is authorized to travel, and the dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.***

5. TDY Directed ICW PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS authorization/order to a dependent-restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the PCS authorization/order effective date, authorization is based on the dependent's age on the 60th day after authorization/order effective date.***

E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS authorization/order is:

1. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or

2. Canceled or revoked,

the dependent's travel and transportation allowances are authorized. Allowances are payable for the distance from the place from which the dependent began travel to the place at which notification was received that the authorization/order was amended, modified, canceled or revoked, and from that location to the new PDS or return to the old PDS, NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/Order Is Received. When a dependent is temporarily absent from the old PDS, designated place or safe haven when the member receives a PCS authorization/order, the member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. Change of Station while on Leave or TDY. When a member receives a PCS authorization/order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

H. Dependent En Route to the New PDS at the Time of the Member's Death. When a member dies after a dependent begins travel under PCS authorization/order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, see par. U5241.

I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date. A member:

1. Who performs PCS travel, and

2. Whose spouse on the PCS authorization/order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS authorization/order.

J. Legal Custody of Children Changes after the PCS Authorization/Order Effective Date. A member who is denied dependent travel and transportation allowances for a child by par. U5201-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS authorization/order effective date. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

NOTE: Par. U5218 does not apply to travel to and/or from a designated place as defined in APP A. For this Part, the place at which the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS authorization/order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructed travel time between the authorized points; or

2. What it would have cost if GOV'T-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Ch 4, Part B for the time required for travel between authorized points.

If GOV'T-procured transportation is used, the GOV'T-procured transportation cost is subtracted from the allowances.

B. MALT Rate

1. Dependent Travels Together with the Member in the Same POC. The MALT rate in par. U2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC. The MALT rate in par. U2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

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SECTION 6: UNUSUAL/EMERGENCY CIRCUMSTANCES

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

***NOTE*: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.**

A. General

1. Par. U5240 covers dependent travel situations that are in:

a. Advance of the member's PCS, and

b. The GOV'T's best interest.

2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW a member's court martial; tour extensions; and alerts.

3. An authorization/order authorizing dependent travel and transportation must cite the specific par. U5240 cite (below) under which the travel is authorized.

4. For dependent evacuation travel, see Ch 6.

5. For early return of a dependent, including a dependent in CONUS whose member spouse is court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS authorization/order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependent travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

2. Restriction or Change in Designation Imposed after an Authorization/Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS authorization/ order but before the dependent begin travel from the member's old PDS, the authorization for dependent travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed after a Dependent Begins Travel. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or

b. Home port of the ship concerned and from the home port to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. U5240-B1 where they were located under a prior authorization/order on the date they receive notification of the restriction or change in designation, no dependent travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after a Dependent Leaves the Designated Location. When the restriction or change in designation is imposed after the dependent begins travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

a. Designated place in CONUS;

b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or

c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after the Dependent Arrives at Member's Duty Station. When the restriction or change in designation is imposed after the dependent arrives at the member's OCONUS PDS or home port, or the restriction or change in designation is not made known to the dependent until arrival at or in the vicinity of that PDS, dependent travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependent evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependent travel and transportation allowances under par. U5201-A:

a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS or home port of the ship concerned, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. ***However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependent may be retained at the place to which the dependent traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process.*** Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5201-B is governed by par. U6005.

C. Dependent Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is ***any*** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

(1) Is accompanying the member and the member has been on active duty for more than 30 days; and

(2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available ***except for***:

(1) Emergency dental care,

(2) Dental care provided at an OCONUS location, or

(3) Dental care not covered by the dental plan.

3. Elective Surgery. ***Travel and transportation expenses are not authorized for a dependent who travels for elective surgery.***

4. Transportation to and from a Medical and/or Dental Facility. When practicable, GOV'T transportation should be used for transportation authorized by par. U5240-C. When GOV'T transportation is not available or its use is not practicable, dependent patients must be transported by:

a. GOV'T-procured commercial transportation,

b. Personally procured commercial transportation, or

c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. ***TDY mileage may not be paid.*** However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the GOV'T (i.e., GOV'T or GOV'T-procured transportation). ***NOTE: This limit does not apply when GOV'T or GOV'T-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982).***

7. Actual Meal and Lodging Cost. The actual cost of dependent's lodging (including tax (see ***NOTE***), tips, and service charges) and meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

****NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see APP A definitions) does not include a lodging tax amount. Tax on lodging in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense. The maximum amount allowed for lodging in foreign OCONUS areas (see APP A definition) includes a lodging tax amount. Tax on lodging in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.***

8. Reimbursable Expenses. The dependent is authorized applicable reimbursable expenses in APP G except that if a POC is used to and from the transportation terminal (APP G) reimbursement is for the actual expenses incurred, as in par. U3305-B1 and ***mileage is not authorized***.

9. Attendants for a Dependent. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An authorization/order authorizing/approving dependent travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the authorization/order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the authorization/order must so indicate and the AO's statement in the authorization/order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the authorization/order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5201-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment authorization/order.

D. Dependent Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS authorization/order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When a dependent has traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependent Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS. ***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under par. U5240-E is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

Authorization under par. U5240-E also is limited to the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS who:

   a. Is sentenced by a court martial to:

      (1) Confinement for more than 30 days,

      (2) Receive a dishonorable/bad-conduct discharge, or

      (3) Dismissal from a Uniformed Service, or

   b. Receives an administrative discharge under other than honorable conditions,

   is authorized dependent PCS travel and transportation allowances.

2. Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

   a. The authorized destination, and

   b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Request. Travel may be requested by:

   a. The member,

   b. The member's spouse, or

   c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

   a. Member, or

   b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

a. The court-martial is completed, or

b. Of administrative discharge.

G. Dependent Travel and Transportation Incident to an IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized dependent travel and transportation allowances as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied to Accompanied Tour

a. Dependent travel and transportation at GOV'T expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.

b. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. A member who acquires a dependent after the PCS authorization/ order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

H. Travel and Transportation for a Dependent Relocating for Personal Safety. See par. U5205.

U5241 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. Par. U5241-A applies to a dependent of a member (without regard to command sponsorship (B-158661, 22 December 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See APP A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at GOV'T expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS. See par. U5215-B.

2. Transportation. "Transportation," as used in par. U5241, includes transportation-in-kind or reimbursement therefore under pars. U5201-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the circumstances of the dependent and the requested destination, as determined by the Service concerned.

2. Time. Authority for dependent travel and transportation allowances ends if the dependent does not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process. See par. U5012-I. No travel and transportation allowances are authorized under par. U5241 when travel is delayed until after receipt of official notice that the member has returned to an active status. Effective for deaths occurring on or after 6 January 2006, the dependent has 3 years, beginning on the date of the death of the member to choose a HOS for the purpose of travel and transportation allowances.

Examples:

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.
Member on active duty died on 10 January 2006 -- Family has until 9 January 2009 for HOS.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable ICW the other dependent transportation authorized in par. U5241.

D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when the dependent receives official notice that the member is:

a. Dead; or

b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for a period of more than 29 days in a missing status.

When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at GOV'T expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. A dependent moved under par. U5241-D1 may again be moved under par. U5241-D1 when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under par. U5241-D1 may be moved again under par. U5241-D1 when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependent travel and transportation allowances under par. U5201 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendant for a Dependent. See Ch 7, Part Q, concerning an attendant for a dependent authorized travel under par. U5241.

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f)

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U5242, means:

a. The deceased member's surviving spouse (including a remarried surviving spouse);

b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;

c. The deceased member's parent or parents as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);

d. The deceased member's siblings;

e. The person who directs the disposition of the deceased member's remains under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct the disposition of the remains if individual identification had been made; and

f. If no person described in par. U5242-A1a, U5242-A1b, U5242-A1c, or U5242-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U5242-A1e. A person provided travel and transportation under par. U5242-A1f is in addition to the person referred to in par. U5242-A1e.

2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

a. The time necessary to travel to the location concerned, plus

b. NTE 2 days at that location, and

c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

(1) Transportation-in-kind,

(2) Reimbursement for the cost of personally procured commercial transportation,

(3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5201-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used GOV'T-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

*b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodgings-Plus' method in Ch 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

*d. Reimbursable Expenses. The authorized traveler(s) is authorized expenses incurred incident to travel under par. U5242. See APP G for authorized miscellaneous reimbursable expenses on official travel.

*e. Definitions. See par. U5242-C.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. U5242-B applies to an eligible family member (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Member. For purposes of par. U5242-B1, an eligible family member of the deceased member of the armed forces includes the following:

a. Surviving spouse (including a remarried surviving spouse) of the deceased member,

b. Child or children, including children described in section 37 USC §401(b)(1) (see ***NOTE 4*** below) of the deceased member,

c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see ***NOTE 1*** below),

d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under APP E, Part II, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;

2. A placement of cremated remains in a columbarium;

3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3*** below); and

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

NOTE 1: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term "parent" means:

a. A natural parent of the member;

b. A step parent of the member;

c. A parent of the member by adoption;

d. A parent, stepparent, or adopted parent of the spouse of the member; and

e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

NOTE 2: With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

a. The surviving spouse of the decedent;

b. Blood relatives of the decedent;

c. Adoptive relatives of the decedent; and

d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

NOTE 3: For the purpose of par. U5242-C3; 10 USC §1482(d)(2) reads as shown below:

"(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later."

***NOTE 4*: For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term "child" includes a/an:**

a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);

b. Adopted child of the member, including a child placed in the member's home by a placement agency (recognized by the SECDEF) in anticipation of the member's legal adoption of the child; and

c. Illegitimate child of the member if the member's parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

A. General. Ordinarily, not more than three family members (see par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. See par. U1010-B1 for claims and APP E, Part I, par. A2q for ITA authority. ***NOTE: Limitation for each family member is (1) transportation and per diem for one round-trip between the family member's home and the medical facility in which the member is hospitalized (37 USC §411h), and (2) per diem only at/in the vicinity of the medical facility when a family member travels to and from the medical facility at personal expense.***

1. Active Duty Member Including an RC Member on Active Duty

a. Seriously Ill or Injured. Transportation for one round-trip and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Injury. Transportation for one round trip and per diem, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. RC Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit an RC member entitled to disability pay and allowances under 37 USC §204(g)**,** who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

See DODFMR, Volume 7A, paragraph 80254, table 8-2-3 at ***http://www.dtic.mil/comptroller/fmr/07a/index.html*** or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for a Coast Guard member at ***http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm***

3. Member Retired due to Illness or Injury. Transportation for one round-trip and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

2. Civilian Employee: A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in regulation issued by the agency or department funding the travel. A civilian employee traveling using DOD funds is issued a DD Form 1610 TDY travel authorization.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;

2. Reimbursement for the cost of personally procured commercial transportation (***CTO/TMC use is still MANDATORY***);

3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. When a family member is authorized a round-trip to and from a medical facility at GOV'T expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously ill or injured member, and for return travel to the family member's home. ***Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.***

1. Family Member Travels to the Medical Facility at GOV'T's Expense but Returns Home at Personal Expense. If a family member travels to the medical facility at GOV'T expense but returns home at personal expense, per diem stops on, and is not paid for, the departure day. When the family member returns to the medical facility at personal expense per diem resumes on the arrival day at the medical facility location. When the family member returns home at GOV'T expense per diem is paid for the return travel.

2. Family Member Travels to and From the Medical Facility at Personal Expense. When a family member, who was authorized travel to and from the medical facility at GOV'T expense, later travels to and from the facility at personal expense, per diem begins on the arrival day at the medical facility location and terminates on, and is not paid for, the departure day from that location. Per diem is not paid for travel to and from the medical facility.

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in APP G incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:

a. Is serving on active duty;

b. Was held captive, as determined by the Secretary Concerned; and

c. Is repatriated to a site inside or outside the U.S.

2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (see par. U5258-A), or

2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and

2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.

2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

3. Reimbursement for the commercial transportation cost NTE the cost of GOV'T-procured round-trip air travel.

*E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. See par. U2300.

SECTION 1: GENERAL

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See APP A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in par. U5310, a member ordered on a PCS is authorized HHG transportation. See par. U5310-A9 below. See par. U5201 for dependent transportation. See par. U5500 for mobile home transportation.

1. The GOV'T's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the GOV'T. For information about HHG authorized locations for PCS, see the table at par. U5390-B, and for TDY, see the table at par. U4780.

2. As used in par. U5310, a "former PDS" includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of authorizations/orders if the HHG:

   a. Were in the member's possession before the PCS authorization/order effective date from the PDS from which the HHG were not transported, and

   b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS authorization/order effective date from the former station.

4. Example of a Combination of Authorizations/Orders HHG Computation

   a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS authorization/order was 8,000 lbs. The member actually transported 6, 000 lbs to PDS B. The unused HHG weight balance is 2,000 lbs.

   b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS authorization/order is 10,000 pounds.

   c. The member may ship NTE 10, 000 lbs at GOV'T expense to PDS C of which 2, 000 lbs of HHG owned while at PDS A may be shipped from PDS A using authorizations/orders in combination. Excess cost may apply per par. U5340.

5. HHG transportation includes SIT unless specifically prohibited. See par. U5375.

6. For cases involving mobile home allowances, see par. U5330-F and Ch. 5, Part F.

7. ***UB weight is part of the member's authorized HHG weight allowance.***

8. For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited in writing through the Secretarial Process.

9. Delivery out of storage is authorized at GOV'T expense, regardless of time in storage as long as the member's authorization/order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

Effective for an authorization/order issued on/after 1 October 2007

B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization

a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis;

b. No general policy statements are permitted; and

c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

2. Authorized PCS Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade *NOTES 1 & 3*	**With Dependents *NOTE 2***	**Without Dependents**
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 ***NOTE 4***	13,000 ***NOTE 4***
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8.000	7,000
Service Academy Cadets/Midshipmen		350

NOTES:

1. Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2. For this table, a member "with dependents" is a member who has a dependent eligible to travel at GOV'T expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

a. The death(s) of all of the member's dependent(s), or

b. A divorce that leaves the member with no dependent(s) eligible to travel at GOV'T expense,

the member has the weight allowance of a member "with dependents".

3. A Uniformed Services member appointed from an:

a. Enlisted/warrant officer grade to a commissioned officer grade, or

b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

a. Held on the member's PCS authorization/order effective date used for HHG transportation, or

b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

a. On the member's PCS authorization/order effective date then being used for HHG transportation, or

b. Before reversion,

whichever is greater.

4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

a. 17,000 pounds with dependents or,

b. 14,000 pounds without dependents.

for a PCS authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

*C. Professional Books, Papers, and Equipment (PBP&E). See the APP A definition.

*1. A member is authorized PBP&E (see APP A definition) transportation IAW the Agency/Service regulations, when the member certifies the PBP&E as necessary for official duty and the Service agrees.

2. The Secretarial Process for each Service may authorize a member an additional weight allowance NTE 500 pounds for PBP&E that belongs to the member's spouse when on a PCS.

3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B.

*4. When an item no longer qualifies as PBP&E, it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.

5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.

*6. PBP&E must be declared at origin and documented IAW Agency/Service transportation policy and procedures. HHG not declared and/or documented as PBP&E prior to the HHG transportation or not PBP&E for that move is part of the HHG counted against the applicable HHG weight allowance.

D. Additional Consumable Goods

1. A member, assigned to a PDS designated in APP F, Part I is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.

2. The consumable goods must be for the member's and/or dependents' personal use.

3. OCONUS locations and their consumable goods weight allowances are contained in APP F, Part I.

4. Instructions for adding a location to the list are contained in APP F, Part II.

E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

F. Excess Costs for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG.

1. The following examples outline excess cost determination, using various rates available from SDDC, ICW transportation of a boat and personal watercraft exceeding 14 feet (including the trailer) as HHG.

2. All rates used in the following examples are for illustrative purposes only. Cost factors change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat or personal watercraft exceeding 14 feet as HHG.

3. If a boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies. See par. U5340.

NOTE 1: The member is responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

NOTE 2: A personal watercraft (e.g., a jet ski) and associated trailer for which the total length does not exceed 14 feet. A personal watercraft exceeding this standard is classified, and shipped, as a 'boat' IAW par. U5310-F.

6. Examples

a. Example 1

EXCESS COST COMPUTATION	
Member on PCS from San Diego, CA, to Washington, DC (2,595 miles). Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs. Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs. The lowest applicable tariff rate for transporting 12,000 lbs is $30,124.19. The lowest applicable tariff rate for transporting 18,000 lbs is $43,145.57. The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is $9,617.50.	
Step 1: Compute the GOV'T's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	12,000 lbs.
Weight of boat	+ 20,000 lbs.
Total weight of HHG and boat exceeds member's maximum weight allowance of 18,000 lbs.	32,000 lbs.
Lowest applicable tariff cost to ship 18,000 lbs.	$43,145.57
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	$ 9,617.50
Weight of HHG actually transported (12,000 lbs.)	
Lowest applicable tariff rate to ship 12,000 lbs.	+ $30,124.19
Total	**$39,741.69**
Step 3: Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is less than the cost in Step 1. The member is not financially responsible for excess costs but is financially responsible for boat-related accessorial costs:	
Total Step 2 (Actual cost to ship HHG and Boat)	$39,741.69
Less Step 1 (GOV'T's obligation)	- $43,145.57
Difference (if negative amount enter zero)	$ 0
Additional accessorial costs member owes (lift on/off charges)	+ $ 300.00
Total transportation cost for which the member is financially responsible	**$ 300.00**

b. Example 2

EXCESS COST COMPUTATION	
Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles). Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 8,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a 17' bass boat and trailer weighing 2,800 lbs. The lowest applicable tariff rate for moving 8,000 lbs. is $14,041.18. The lowest applicable tariff rate for moving 10,800 lbs. is $18,279.82. The SDDC OTO rate for movement of a boat/trailer between authorized points is $2,025.25.	
Step 1: Compute the GOV'T's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the transported boat's actual weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	8,000 lbs.
Weight of boat	+ 2,800 lbs.
Weight of HHG actually transported (10,800 lbs.). Total weight of HHG and boat does not exceed member's maximum weight allowance	10,800 lbs.
Lowest applicable tariff rate to ship 10,800 lbs. is $18,279.82	
GOV'T's maximum transportation cost liability	$18,279.82
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	$ 2,025.25
Weight of HHG actually transported (8,000 lbs.) x $42.05/cwt	
Lowest applicable tariff rate to ship 8,000 lbs.	+ $14,041.18
Total	**$16,066.43**
Step 3: Compare the results of Steps 1 and 2. ***In this case, the cost in Step 2 is less than the cost in Step 1.*** The member is not financially responsible for any excess costs.	
Total Step 2 (Actual cost to ship HHG and boat)	$16,066.43
Less Step 1 (GOV'T's obligation)	- $18,279.82
Difference (if negative amount enter zero)	$ 000.00
Additional accessorial costs member owes	+ $ 000.00
Total transportation cost for which the member is financially responsible	**$ 000.00**

c. Example 3

EXCESS COST COMPUTATION	
Member on PCS from Ft Shafter, HI, to Ft. Benning, GA. Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 7,000 lbs. (net is the tare weight less PBP&E and less 10% for packing) and a 22' sailboat and trailer weighing 1,834 lbs. The lowest applicable tariff rate (lowest applicable international tariff rate) for HHG transportation of 11,000 lbs. between authorized points is $117.13/cwt. The SDDC OTO rate for movement of boat between authorized points is $6,130.00. The OTO rate for moving 7,000 lbs. of HHG with that boat is $104/cwt (moving HHG with the boat results in a cheaper overall cost).	
Step 1: Compute the GOV'T's Maximum Transportation Cost Liability. Multiply the lowest applicable tariff rate times the sum of the HHG weight transported (if any) plus the boat's actual weight. If the weight sum exceeds the member's maximum authorized weight allowance, multiply the lowest applicable tariff rate, times the member's maximum weight allowance.	
HHG transported (net is the tare weight less PBP&E and less 10% for packing)	7,000 lbs.
Weight of boat and additive(s)	+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s)) does not exceed member's authorized weight	8,834 lbs.
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt) x lowest applicable tariff rate x $ 117.13/cwt	
GOV'T's maximum transportation cost liability	$10,347.26
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat. ***NOTE: When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.***	
International OTO rate for moving boat	$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt) x lowest usable applicable international OTO HHG rate ($104.00/cw)	+ $7,280.00
Total	**$13,410.00**
Step 3: Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is more than the cost in Step 1. The member is financially responsible for the following excess costs:	
Total Step 2 (Actual cost to ship HHG and boat)	$ 13,410.00
Less Step 1 (GOV'T'S obligation)	- $ 10,347.26
Difference (if negative amount enter zero)	$ 3,062.74
Additional accessorial costs member owes	+ 000.00
Total transportation cost for which the member is financially responsible	**$ 3,062.74**

G. Recruit's Civilian Clothing. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 pounds of civilian clothing to the HOR.

H. Storage. HHG SIT is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable. See par. U5375-B1.

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:

   a. From QTRS to packing/crating facility and/or to place of storage;

   b. From packing/crating facility to QTRS, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

   c. From packing/crating facility to place of storage;

   d. To carrier's station from QTRS, packing/crating facility, and/or place of storage.

2. En route or in transit, such as from:

   a. Incoming carrier's station to place of storage;

   b. Place of storage to outgoing carrier's station;

   c. Incoming carrier's station to outgoing carrier's station.

3. Destination from:

   a. Carrier's station to QTRS and/or place of storage;

   b. Place of storage to QTRS.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment (***CTO/TMC use is MANDATORY***). Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (see par. U5310-C),

2. ***Does not include a modified POV***, and

3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under Title 10, USC.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the table of weight allowances in this Part), are Service-established for specific locations using par. U5315-B weight allowances. Specified administrative weight limitation locations are subject to the conditions promulgated in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization. On a PCS to/from a Service-concerned designated OCONUS PDS as a place at which GOV'T-owned furnishings are provided for all QTRS, a member is limited to HHG transportation to the PDS of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus UB transportation. The limitation for a member serving an accompanied tour in Korea (except Chinhae and Osan which are full JFTR weight allowance locations) is 50 percent (net) of the weight allowance in par. U5310-B. See par. U5315-C for other exceptions. If both spouses are members and are assigned to the same OCONUS area at which they jointly occupy QTRS, they are limited to one administrative weight allowance (50% if Korea), based on the higher ranking member's weight allowance; however, each is authorized individually to UB transportation, PBP&E (see par. U5310-C), and required medical equipment (see par. U5310-L).

C. Exceptions

1. General. Administrative weight limitations do not apply to:

a. Shipments from non-foreign OCONUS areas to any location where there is no Service administrative weight limitation;

b. A member with a weight allowance of less than 2,500 pounds; or

c. A member on duty as U.S. Defense Attaché.

2. GOV'T Furnishings Unavailable. When an item of GOV'T furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance may be authorized/approved through the Secretarial Process in the following circumstances:

a. The member is assigned COT from an unrestricted to a weight restricted area;

b. The member extends a tour for one year or longer within the same weight restricted area;

c. Additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or

d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. The GOV'T may transport additional HHG at the GOV'T rate; however, the member is responsible for the excess weight transportation cost.

U5317 HHG TRANSPORTATION DISALLOWED

NOTE: See par. U5201-B for related dependent transportation.

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);

2. On leave;

3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;

4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);

5. Under an authorization/order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);

6. Called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);

7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;

8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

U5319 FUNDS ADVANCE

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.

2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GOV'T's constructed cost arranged under par. U5320-D2a.

3. 60% of the monetary allowance under par. U5320-D2b.

SECTION 2: TRANSPORTATION METHODS

U5320 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the last cost to the GOV'T.

B. UB. UB transportation is authorized by an expedited transportation mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited transportation mode is commercial air, a maximum of 1,000 pounds (net) may be transported. UB in excess of 1,000 pounds (net) may be transported if authorized IAW Service regulations.

C. GOV'T-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the GOV'T assumes responsibility for HHG transportation IAW par.U5320-A.

*D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for HHG transportation and/or NTS. Transportation cost claims should be prepared and submitted IAW Service regulations. See par. U1010-B8. The GOV'T's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) See par. U5319.

NOTE 1: A member (or next of kin, when appropriate) who personally arranges for HHG transportation (i.e., personally moves the HHG, or arranges directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

1. GOV'T-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

a. When a shipping or transportation officer is not available, or

b. The shipping or transportation officer instructs the member in writing to transport HHG or place them in NTS at personal expense.

See Transportation of HHG in APP A and NTS in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

2. GOV'T-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:

a. Actual cost reimbursement NTE the GOV'T's constructed transportation and/or NTS cost (see par. U5320-D6), or

b. Payment of a monetary allowance equal to 95% of the GOV'T's constructed cost,

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or GOV'T scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(1) A public scale or a GOV'T scale was not available; or

(2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When GOV'T-procured transportation and/or NTS is available, the GOV'T must never incur expenses for the HHG movement in excess of 100 percent of the GOV'T's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

6. GOV'T Constructed Cost. For the Armed Forces and NOAA, the GOV'T's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight. OCONUS cost are constructed using the single factor rate. Rates can be obtained from the SDDC website at: ***http://www.sddc.army.mil***. Click on "Personal Property/POV".

E. Split Shipment. A member may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and

2. Cost of GOV'T-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under a PCS authorization/order between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or

2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, see par. U5372-F.

B. Impact of Authorization/Order Effective Date. The authorization to HHG transportation accrues and becomes fixed on the PCS authorization/order effective date. Except as authorized in par. U5370-F for a member reduced in grade, the weight allowance is based on the grade held on the authorization/order effective date authorizing the HHG transportation.

C. Authorization/Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS authorization/ order is received must be transported to the proper destination at GOV'T expense if the authorization/order is later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the least cost to the GOV'T, and not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for a member who elects mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from a Member's Port Reporting Month. When concurrent dependent travel is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

(1) UB and other HHG transportation to the OCONUS PDS, and

(2) Mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is authorized UB and other HHG transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at GOV'T expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under a PCS authorization/order and who elects mobile home allowances within CONUS or Alaska, also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not authorized HHG or UB transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) Whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and

(2) Who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A and U5915;

also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. A member:

(1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and

(2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or UB transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in pars. U5330-F4b and U5330-F4c.

b. Mobile Home Transported by GOV'T-Procured Transportation. When a GOV'T-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the GOV'T for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by GOV'T-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the GOV'T to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation under par. U5505.

G. HHG Transportation before an Authorization/Order Is Issued

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS authorization/order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the PCS AO or a designated representative that the member was advised before such an authorization/order was issued that it would be issued;

b. Applicant-signed written agreement to pay any additional costs incurred for transportation to another point required because the new PDS named in the authorization/order is different than that named in a statement prescribed in par. U5330-G1a; and

c. Written applicant-signed agreement to pay the entire transportation cost (if a PCS authorization/order is not later issued to authorize the transportation). The length of time before the PCS authorization/ order is issued, during which a member may be advised that an authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the authorization/order is actually issued. General information furnished to the member concerning authorization/order issuance before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the authorization/order is to be issued (52 Comp. Gen. 769 (1973));

2. A Member Assigned to a Ship Preparing to Enter Overhaul. HHG transportation before a PCS authorization/ order is issued is authorized for a member assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's home port is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authorization may be used any time while the authorization/order remains in effect and prior to receipt of another PCS authorization/order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Example: A member is ordered PCS from Location A to Location B. When an authorization/order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the authorization/ order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an authorization/order to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

I. Alcoholic Beverage Transportation. Alcoholic beverages transportation as HHG must conform to 27 USC §122 that states:

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

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SECTION 1: POV TRANSPORTATION

U5400 GENERAL

A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. ***These allowances are discretionary.***

C. POV transportation is authorized unless restricted by the AO or Service PCS-authorization/order regulations.

D. See the SDDC website at: ***http://www.sddc.army.mil/***, and "Shipping your POV" at: ***http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf*** for other requirements related to transporting a POV.

U5405 ELIGIBILITY

A. Initial Authorization. A POV (see APP A) may be authorized by a PCS authorization/order to be transported for the member's or dependents' personal use when:

1. Ordered to make a PCS to, from, or between OCONUS PDSs;

2. A change in a ship's home port is authorized; or

3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

NOTE: An authorization/order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved **(e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).**

B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/ transportation to/from appropriate port/VPC is authorized.

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

a. POV unloading port/VPC serving the new PDS;

b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);

c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or

d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, see par. U5420-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Ch 5, Part E2.

1. General. A member:

a. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

1.. POV transportation is not permitted to the new PDS;

2. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or

3. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a);

b. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

1. Any place in CONUS the member designates, if the old PDS is OCONUS;

2. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or

3. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or

4. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command-sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS authorization/order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. ***This applies to PCS transportation.*** If the POV of a member or member's dependents, transported at GOV'T expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is $210.***

EXAMPLES		
Required Delivery Date:		26 June
Member arrives at destination:		3 June
Member rents a vehicle:		3 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Authorized:		**$00.00**
Required Delivery Date:		14 June
Member arrives at destination:		3 June
Member rents a vehicle:		15 June – 25 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Authorized:		**$210.00**
(15-21 June – 7 days @ $30/day = $210.00)		
Required Delivery Date:		2 June
Member arrives at destination:		21 May
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:		29 June
Member Reimbursement Amount Authorized:		**$210.00**
(7 days vehicle rental @ $30/day = $210.00)		
Required Delivery Date:		30 January
Member arrives at destination:		1 January
Member rents a car:		2 January
Member is notified vehicle is ready for P/U:		1 February
Maximum Reimbursement Amount Authorized:		**$60.00**
(30-31 Jan – 2 Days @ $30/day = $60.00)		
(Authorization does not start until after the RDD.)		

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service Concerned designates the ports, using par. U5435. No authorization exists under par. U5413-A when POV transportation to the new PDS is not permitted. See par. U5410-B. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV see pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and

2. Designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and

b. Reimbursement for transportation (see pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

a. Old PDS to the passenger port for self and dependents; and

b. Passenger port to the designated POV loading port/VPC for self.

Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);

b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (see par. U5105-B2); and

c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

NOTE: When a dependent accompanies the member and/or delivers the POV to the designated POV port/ VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, see par. U5413-C for dependent travel and transportation allowances.

2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;

b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and

c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location see par. U5413-D for dependent travel and transportation allowances.

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/ unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;

2. The member is physically unable to drive between the port/VPC and PDS; or

3. The conditions of the member's authorization/order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or

2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

***NOTE*: A dependent's inability to drive does not satisfy this criterion.**

U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS

A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;

b. Member and dependents then travel at one time in one POC;

c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT-Plus' for driving two POCs to the new PDS. See example below in par. U5417-D; ***and***

d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE*: If the POV transportation cost exceeds the reimbursement limitation (see par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.**

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

B. Member Possesses More than Two Vehicles. Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and

2. Must go through the Secretarial Process IAW JFTR, par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at GOV'T expense if the member has:

a. No dependents,

b. No dependents *eligible* for transportation at GOV'T expense, or

c. No dependents being relocated incident to the PCS.

2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.

3. The member must personally procure all POV transportation. ***GOV'T-procured transportation is not authorized.***

4. ***Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.***

5. POV storage at GOV'T expense is ***not authorized*** in lieu of POV transportation in par. U5417.

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = $1,500.

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

Step 1 ***Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC***				
	Per Diem		**MALT**	**Total**
Member	$109/day x 8 days ($872)	+	2,666 miles x $.24/mile ($639.84) =	$1,511.84
Spouse	$81.75/day x 8 days ($654) = (75% of the member's per diem)			$ 654.00
1st Child	$81.75/day x 8 days ($654) = (75% of the member's per diem)			$ 654.00
2nd Child	$81.75/day x 8 days ($654) = (75% of the member's per diem)			$ 654.00
Total				**$3,473.84**

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Step 2 ***Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs***				
	Per Diem		**MALT**	**Total**
Member	$109/day x 8 days ($872)	+	2,666 miles x $.24/mile ($639.84) =	$1,511.84
Spouse	$109/day x 8 days ($872)	+	2,666 miles x $.24/mile ($639.84) =	$1,511.84
1st Child	$81.75/day x 8 days ($654) =			$ 654.00
2nd Child	$81.75/day x 8 days ($654) =			$ 654.00
Total				**$4,331.68**

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3 ***Reimbursement Limitation to Drive One POC and Transport One POV***	
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs ($4,331.68) ***minus*** the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC ($3,473.84). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (***The $1,500 amount shown is for illustration purposes only***.)	$1,500.00
2. Reimbursement limitation is $4,331.68 (Step 2) - $3,473.84 (Step 1) =	$857.84
3. Total out-of-pocket expense for the member to 'drive one & ship one' is $1,500 – $857.84 =	**$642.16**

E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = $1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

Step 1 ***Member, Member, and 2 Children, Perform Concurrent Travel in One POC*** (See pars. U5100-B1 and U5100-B2.)				
	Per Diem		***MALT***	***Total***
Member 1	$109/day x 8 days ($872)	+	2,666 miles x $.24/mile ($639.84) =	$1,511.84
Member 2	$109/day x 8 days ($872)			$ 872.00
1st Child 75% of Mbr 1 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
2nd Child 75% of Mbr 2 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
Total				**$3,691.84**

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (***not*** traveling on the same route at the same time) travel in two POCs.

Step 2 **Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs**				
	Per Diem		***MALT***	***Total***
Member 1	$109/day x 8 days ($872)	+	2,666 miles x $.24/mile ($639.84) =	$1,511.84
Member 2	$109/day x 8 days ($872)	+	2,666 miles x $.24/mile ($639.84) =	$1,511.84
1st Child 75% of Mbr 1 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
2nd Child 75% of Mbr 2 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
Total				**$4,331.68**

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3 ***Reimbursement Limitation to Drive One POC and Transport One POC***	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs ($4,331.84) ***minus*** the cost of both members and 2 children, performing concurrent travel in 1 POC ($3,691.84). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (***The $1,500 amount shown is for illustration purposes only***.)	$1,500.00
2. Reimbursement limitation is $4,331.68 (Step 2) - $3,691.84 (Step 1) =	$639.84
3. Total out-of-pocket expense for the member to 'drive one & ship one' is $1,500-$639.84=	**$860.16**

U5420 TRANSPORTATION RESTRICTIONS

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;

2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority; or

3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

2. Excess cost collection is IAW Service regulations.

3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS authorization/order.

2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

U5425 TRANSPORTATION METHODS

NOTE: ICW transportation of a POV within CONUS when advantageous and cost-effective to the GOV'T, the member is responsible for making all arrangements. See par. U5417.

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/ dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances. See par. U5455-E.

U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS authorization/order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;

2. Transshipment is authorized by the Secretarial Process;

3. The member agrees to reimburse the GOV'T for the transshipment cost; or

4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or

2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable see par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.

C. Authorization/Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS authorization/order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS authorization/order is later amended, modified, canceled, or revoked.

*D. Transportation before an Authorization/Order Is Issued. POV transportation is permitted (see pars. U5410-A and U5420-B), before a PCS authorization/order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued;

2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later;

3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS authorization/order is issued, during which a member may be advised that the PCS authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS authorization/order is actually issued. General information furnished to the member concerning the issuance of a PCS authorization/order before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the authorization/order would be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the GOV'T must be collected (see par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

a. Ordered on PCS to an OCONUS PDS; and

b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Authorization on Next PCS. ***A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.***

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an authorization/order, dependents are not returning to CONUS, etc.), is authorized, and an authorization/order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and

2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

(1) The member's HOR;

(2) The dependents' residence;

(3) Next of kin, or other person authorized to receive custody of personal effects; or

(4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. ***The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.***

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par.U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

(1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – ***but not a mileage payment*** - is authorized); or

(2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). See Service claims regulations for GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. ***SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has POV transportation authorized by a PCS authorization/order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61

Comp. Gen. 180 (1981)). ***Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS authorization/order.***

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS authorization/order remains in effect and prior to receipt of another PCS authorization/order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5460 CARE AND STORAGE

The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

This applies to GOV'T-authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is $210. See Examples in par. U5410-D.

PART H: TLE ALLOWANCE WITHIN CONUS

U5700 PURPOSE

TLE is intended to ***partially*** pay for lodging/meal expenses when a member/dependent(s) occupy temporary QTRS ***in CONUS*** due to a PCS.

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, designated place (see APP A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

NOTE: TLE is payable incident to a move when entering active duty to the first PDS.

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS authorization/order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or

b. At a designated place (see APP A) en route; and/or

c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or

b. A designated place en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or

2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or

3. On behalf of dependent(s) acquired after the a PCS authorization/order effective date; or

4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS authorization/order issuance (see Ch 5, Part J); or

5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or

6. When ordered to ITDY.

***NOTE*: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.**

U5710 TIME LIMITATIONS

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or

2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS);

3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS; or

4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS; or

Effective for TLE incurred 20 March 2008 through and including 31 December 2009 (30 May 2006 – 19 March 2008 maximum number of days TLE was 20 days)

5. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:

a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or

b. the PDS is experiencing a sudden increase in number of members assigned.

TLE has been temporarily increased for the following locations:

Location	Effective for Dates	Number of TLE days
Fort Drum, NY	22 Mar 2007 – 19 Mar 2008	20
Fort Drum, NY	20 Mar 2008 – 31 Dec 2009	60

***NOTE*: A member paid 20 days TLE before 20 March 2008 who is still in temporary QTRS on 20 March 2008 may be authorized up to an additional 40 days TLE if needed starting on 20 March 2008. No more than 60 days TLE may be paid to an individual member.**

U5715 TEMPORARY QTRS

Temporary QTRS for the member/dependent(s):

1. Must be a temporary residence; and

2. Must be in the vicinity of the old and/or new PDS/designated place; and

3. May be allowed if assigned family-type GOV'T QTRS are not occupied because:

   a. HHG have not been shipped from the old PDS; or

   b. HHG have not been received at the new PDS; or

   c. GOV'T QTRS are undergoing repair/renovation; or

   d. HHG have been packed, picked up and/or shipped from the losing PDS; or

   e. For similar reasons.

***NOTE*: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.**

Effective 26 November 2008
U5720 REIMBURSEMENT

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to $290 per day, and

2. Both may not claim the same dependent(s) for TLE on the same days, and

3. One member may not claim the other member for TLE payment, and

4. TLE ***may be paid,*** in addition to TQSE for civilian employees, (see JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***.

B. Per Diem Rate. The ***locality*** per diem rate based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of $290 per day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days (B-221732, 10 April 1987); and

2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and

3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and

4. Should use available GOV'T QTRS (see par. U1045).

NOTE: When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. See par. U1045.

D. Reimbursement Example:

1. A member occupies temporary QTRS at the new PDS for 12 days (1-12 April).

2. The member's dependent(s) also occupy temporary QTRS for 12 days (18-29 April).

3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.

4. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed $290 per day.

E. Reimbursement Computation

***Step 1**: Determine the daily lodging ceiling and M&IE rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary QTRS	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

Step 4: Determine the applicable daily rate. Compare $290.00 with the Step 3 amount. Pay the lesser of these two amounts for that day.

****NOTE: The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only. See par. U2025 for the current Standard CONUS per diem rate.***

EXAMPLE 1 -- TLE ALLOWANCE **Member with no dependents** A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at $47.50/night ($42.75 plus $4.75 tax). The new PDS locality per diem rate is $117 ($78/ $39). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 65% x $39 = $25.35 65% x $78 = $50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$47.50 vs. $50.70 $47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	$25.35 + $47.50 = $72.85
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $72.85.	$290.00 vs. $72.85 $72.85/day x 4 days = $291.40

EXAMPLE 2 – TLE ALLOWANCE **Member with 3 dependents** A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of $109 ($70/ $39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at $80/night ($72 plus $8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 160% x $39 = $62.40 160% x $70 = $112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$80 vs. $112 $80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$62.40 + $80.00 = $142.40
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $142.40.	$290 vs. $ 142.40 $142.40/day x 8 days = $1,139.20

EXAMPLE 3 -- TLE ALLOWANCE	
A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of $109 ($70/ $39) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at $100/night ($90 plus $10 tax). Each member is authorized TLE up to $290/day for 10 days. The $100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:	
Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	 100% x $39 = $39 100% x $70 = $70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	$50 vs. $70 $50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	$39 + $50 = $ 89
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $89.	$290 vs. $89 $89/day x 6 days = $534
Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	 100% x $39 = $39 100% x $70 = $70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$50 vs. $70 $50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$39 + $50 = $ 89
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $89.	$290 vs. $89 $89/day x 6 days = $534
The daily rate paid to each member is $89. The combined daily amount paid to both members is $178.00 ($89 + $89). The combined amount paid to both members for 6 days is $1,068.00 ($178/day x 6 days or $534 + $534).	

EXAMPLE 4 – TLE ALLOWANCE

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $110 ($71/ $39). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at $100/night ($90 plus $10 tax). Each member is authorized TLE up to $290/day for 10 days. The $100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. ***NOTE: In this example, each member claims the two dependent children BUT for different days.*** The members are authorized TLE, computed as follows:

Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $39.00 = $ 48.75 125% x $71.00 = $ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$100.00 vs. $88.75 $88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$48.75 + $88.75 = $137.50
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $137.50.	$290.00 vs. $137.50 $137.50/day x 10 days = $1,375.00
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $39.00 = $48.75 125% x $71.00 = $ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	$100.00 vs. $88.75 $88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$48.75 + $88.75 = $137.50
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $137.50.	$290.00 vs. $137.50 $137.50/day x 10 days = $1,375.00

The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days ($290/day x 10 days = $2,900). The combined amount paid to both members for 20 days is $2,750 ($1,375 + $1,375).

EXAMPLE 5 -- TLE ALLOWANCE

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at $195/night ($170 plus $25 tax). The old PDS locality per diem rate is $225 ($161/ $64). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at $85/night ($77 plus $8 tax). The new PDS locality per diem rate is $109.00 ($70/ $39). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	 160% x $64.00 = $102.40 160% x $161.00 = $257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$195 vs. $257.60 $195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$102.40 + $195 = $297.40
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $290.	$290 vs. $297.40 $290/day x 2 days = $580
NEW PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	 160% x $39.00 = $62.40 160% x $70.00 = $112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85 vs. $112 $85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$62.40 + $85.00 = $147.40
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $147.40.	$290 vs. $147.40 $147.40/day x 6 days = $884.40
The member is authorized a total of $1,464.40 ($580.00 + $884.40) for TLE.	

EXAMPLE 6 – TLE ALLOWANCE

A member occupies temporary QTRS at the new PDS for 12 days (1-12 April) at $52.00/night ($47.00 per night plus $5.00 tax). The new PDS locality per diem rate is $116.00 ($77/ $39). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18-29 April) at $60/night ($54.00 plus $6.00 tax). The old PDS locality per diem rate is $120.00 ($81/ $39). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that GOV'T QTRS were not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	**Dependent(s) (Old PDS)**
1. Determine max rate (given percent x locality rate) M&IE Lodging	 65% x $39.00 = $25.35 65% x $77.00 = $50.05	 100% x $39.00 = $39.00 100% x $81.00 = $81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$52.00 vs. $50.05 $50.05	$60.00 vs. $81.00 $60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$25.35 + $50.05 = 75.40	$39.00 + $60.00 = 99.00
Combined Total:	$75.40 + $99.00 = $174.40	
4. Compare $290 with the Step 3 combined total and pay the lesser amount for each day. Pay $174.40.	$290.00 vs. $174.40 $174.40/day x 10 days = $1,744.00	

EXAMPLE 7 – TLE ALLOWANCE **Two Rooms Occupied** A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $159 ($115/ $44). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off-post for 8 nights at $114/night ($99 plus $15 tax) for each room, totaling $228/night. The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	 195% x $44 = $85.80 195% x $115 = $224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x $114) = $228 vs. $224.25 $224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$85.80 + $224.25 = 10.05
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $290.	$290 vs. $310.05 $290/day x 8 days = $2,320.00

U5725 FUNDS ADVANCE

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

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PART 3: SAFE HAVEN ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

U6005 SAFE HAVEN ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

A. Purpose. A safe haven allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. ***A member is not authorized any safe haven allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.*** However, all other dependents listed in par. U6001-A, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/designated place, are authorized safe haven allowances, even though no longer command-sponsored.

NOTES:

1. Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area are a separately reimbursable travel expense in addition to lodging reimbursement.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling in foreign areas are not separately reimbursable. They are part of the per diem rate(s) used to compute the safe haven allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven allowance computed using the 'Lodgings-Plus' computation method for each day they are in an evacuation status. ***An AEA described in Ch 4, Part C, or APP O, par. T4040-A1d, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see APP A, definition of "PER DIEM ALLOWANCE," Ch 4, Part B, and APP O, par. T4040. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the 'Lodgings-Plus' computation method described in Ch 4, Part B, applies to an evacuated command-sponsored dependent and a dependent student. ***If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the 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 command-sponsored dependent and dependent student is authorized the safe haven allowance M&IE portion even if not authorized the safe haven allowance lodging portion for any given day. See the computations in par. U6005-G. ***GOV'T mess or open mess availability/use has no effect on safe haven allowances for a dependent even though the dependent may or does use such facilities without charge.*** A safe haven allowance payable under par. U6005 may be paid in advance as in par. U6013-A.

2. Authorization Termination

a. Authorization for safe haven allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6005-B2a above, safe haven allowances authorized in par. U6005 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or

(2) Member dies (see par. U6001-A).

c. Safe haven allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent;

(2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or

(3) Expiration date established by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long- term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/ designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven allowance lodging portion for the unexpired period.

C. Safe Haven Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. U6004-D or U6005-F to a safe haven or designated place;

2. A member's OCONUS PDS to a safe haven or designated place;

3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's OCONUS PDS; the safe haven allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

*1. Safe Haven Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven allowances for any of those 30 days the command-sponsored dependent is authorized safe haven allowances. The safe haven allowance is computed as shown in the par. U6005-G examples, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized the full safe haven allowance amount, while a dependent under age 12 is authorized a safe haven allowance NTE 50 percent of the locality per diem rate for the area concerned.

The safe haven allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DOD Service member's dependent and/or the Secretary Concerned for a non-DOD Service member's dependent, the safe haven allowance rate is computed for not to exceed 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DOD Service member's dependent, and by the Secretary Concerned for a non-DOD Service member's dependent under par. U6005-B2) at:

*a. 60% of the locality per diem rate for the area for a dependent age 12 and older, and

*b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and IE exceed the reduced rate amount). The specific dependent(s) receiving the safe haven allowances, or the individual receiving the safe haven allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC Division Chief, requesting an increased safe haven allowance rate. Requests must contain the actual daily cost figures for lodging, meals and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

*Per Diem, Travel and Transportation Allowance Committee
ATTN: Evacuation Allowances
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546,

*Sent via message to: SECDEF WASHINGTON DC//DTMO//,

*Sent via facsimile to: PDTATAC at COML 703/696-7890, DSN 312/426-7890

*Or e-mailed to pdtatac-tt@dtmo.pentagon.mil

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6005-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven allowances as in par. U6005-D1 for not to exceed 180 consecutive days begin again on the new safe haven arrival date. If at the dependent's or member's request a dependent is authorized to travel between:

a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or

b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven allowances for the travel day(s) are paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6005-D1.

a. The maximum 180-consecutive-day period authorized in par. U6005-D1,

b. The date the dependent departs the safe haven for the designated place (or converts the safe haven to a designated place), or

c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent.

4. Safe Haven Allowances - Termination when an Evacuated Dependent Is Directed to Move to a Designated Place. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DOD Service member's dependent, and by the Secretary Concerned for a non-DOD Service member's dependent. The requirement directing the relocation to a designated place must specify the date on which safe haven allowances terminate for a dependent ordered to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ ordered, is at a safe haven thereat and is authorized the safe haven allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. U5260-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven allowances under Chapter 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. U6004-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authorization terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

a. Would have otherwise returned under par. U5260-D from the member's PDS,

b. Departs the safe haven to return to school to resume class attendance there, or

c. Starts attending classes at school,

whichever occurs earliest.

7. Safe Haven Allowances when Away from Safe Haven. Safe haven allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe haven location under par. U6005-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. Dependent student (at the safe haven under par. U6005-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Allowances while at a Designated Place. When a command-sponsored dependent or a dependent student selects a designated place and moves there, or converts the safe haven location to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven allowances are authorized to offset lodgings, M&IE while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven allowances as in par. U6005-D.

2. Converts the safe haven to a designated place, or a dependent student who converted the school location to a designated place, is authorized safe haven allowances as in par. U6005-D, except for a dependent receiving a reduced safe haven allowance IAW par. U6005-D1. A dependent continues receiving a reduced safe haven allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date their safe haven is converted to a designated place. Safe haven allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven allowance period as warranted, but safe haven allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven allowances at the designated place as in par. U6005-D for a safe haven. The Secretarial Process may approve safe haven allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, M&IE.

F. Safe Haven Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to reimbursement by the GOV'T (i.e., it was not intended to issue a port call for that dependent's travel);

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and

*3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

is authorized safe haven allowances based on the locality per diem rate for the area concerned, computed as shown in par. U6005-G. The allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authorization to travel to the member's PDS on personally-procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. U6005-C and U6005-D apply.

G. Safe Haven Allowance Computations. The following examples illustrate the method used for computing safe haven allowances incident to evacuation:

NOTES:

1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven allowances.

3. Tax paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area is not separately reimbursable. They are part of the per diem rate used in safe haven allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. OCONUS locality rates include an amount for laundry/dry cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging taxes (8%). The maximum locality per diem rate was $120 ($66/ $54).

(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. U6005-D1:

Each dependent age 12 or older is authorized a safe haven allowance up to the full locality per diem rate ($120), which in this case is $54 for M&IE and up to $66 for lodging. Each dependent under age 12 is authorized a safe haven allowance up to 50 percent of the locality per diem rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$54	$66	$120
Child (age 12 or older)	$54	$66	$120
Child (under age 12)	$27 ($54 x 50%)	$33 ($66 x 50%)	$60
Max daily amount payable for the 3 dependents' costs:	$135	$165	$300

(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), ($135 for M&IE and up to $165 for lodging), as follows:

M&IE:	$135 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($165) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$205 (Daily amount that is payable to dependents (within the maximum $300 established in (a) for the three dependents' costs incurred for the first 30 days)
Lodging Tax:	$5.60
Total:	$210.60 (Actual daily amount (including lodging taxes) paid to dependents for the three dependents' costs incurred for first 30 days)

* (c) Beginning on the 31st day safe haven allowance is computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$32.40 ($54 x 60%)	$39.60 ($66 x 60%)	$72
Child (over age 12 or older)	$32.40 ($54 x 60%)	$960 ($66 x 60%)	$72
Child (under age 12)	$16.20 ($54 x 30%)	$19.80 ($66 x 30%)	$36
Max daily amount payable for the 3 dependents' costs:	$81	$99	$180

(d) Determine the actual total daily amount for payment for the 31st to the 180th days, within the maximum amounts shown in (c) ($81 for M&IE and up to $99 for lodging), as follows:

M&IE:	$81 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($91.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$151 (Daily amount that is payable to dependents (within the maximum $180 established in (c) for costs incurred by the three dependents on 31st to 180th days)
Lodging Tax:	$5.60
Total:	$156.60 (The actual daily amount (including lodging taxes) paid for the three dependents' costs on the 31st to the 180th days)

EXAMPLE 2

*A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Max locality per diem rate for the safe haven location was $84 ($44/ $40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. U6005-D1):

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$40	$44	$84
Child (over age 12)	$40	$44	$84
Child (under age 12)	$40	$44	$84
Child (under age 12):	20 ($40 x 50%)	$22 ($44 x 50%)	$42
Max daily amount payable for the 4 dependents' costs:	$140	$154	$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

M&IE:	$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$104 (This is the actual daily amount ($52 + $52) (including lodging taxes) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

* (c) Beginning on the 31st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (over age 12)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$12 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
Max daily amount payable for the 4 dependents' costs:	$84	$92.40	$176.40

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84 for M&IE and up to $92.40 for lodging), as follows:

M&IE:	$84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.)
Total:	$176.40 (The actual daily amount paid for the four dependents on the 31st to the 180th days)

NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60 per day is payable to cover the lodging costs.

EXAMPLE 3

*****A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6005-D5, the dependent was determined to already be at a safe haven and authorized safe haven allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven allowances under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate for the CONUS location at that time was $185 (136/ $49).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. U6005-D1):

Each dependent age 12 years or older is authorized safe haven allowances up to the full per diem rate ($185), which in this case is $49 for M&IE and up to $136 for lodging.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$49	$136	$185
Child (over age 12)	$49	$136	$185
Max daily amount payable for the 2 dependents' costs:	$98	$272	$370

(b) The actual total daily amount, within the maximum amounts shown in (a) ($98 for M&IE and up to $272 for lodging), that may be paid for first 30 days is determined as follows:

M&IE:	$98 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. U6005-B1)).
Total:	$98 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)

* (c) Beginning on the 31st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$29.40 ($49 x 60%)	$81.60 ($136 x 60%)	$111
Child (over age 12)	$29.40 ($49 x 60%)	$81.60 ($136 x 60%)	$111
Max daily amount payable for the 2 dependents' costs:	$58.80	$163.20	$222

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($58.80 for M&IE and up to $163.20 for lodging), as follows:

M&IE:	$58.80 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).
Total:	$58.80 (The actual daily amount paid for the two dependents' costs on the 31st to the 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their designated place in CONUS.

Depart (14 Aug)	Arrive (14 Aug)	Overnight Lodging	Depart (15 Aug)	Arrive (15 Aug)
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of $75 plus $9 lodging tax (12%)	CONUS arrival point	Designated place

The dependents shared a hotel room at the designated place and incurred a lodging cost of $150 plus $18.75 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven allowances while traveling to, and while at, the designated place. Safe haven allowances at the designated place begin on the arrival date at that place (15 August) and continues to 2400 on the day they occupied the permanent residence. See par. U6005-E. The maximum locality rate at the arrival point at the time of travel was $132 ($78/ $54). The maximum locality rate at the designated place was $200 ($141/ $59).

(a) The maximum safe haven allowances that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. U6005-E):

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($132), which in this case is $54 for M&IE and up to $78 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$54	$78	$132
Child (age 14)	$54	$78	$132
Child (age 9):	$27 ($54 x 50%)	$39 ($78 x 50%)	$66
Max daily amount payable for the 3 dependents' costs:	$135	$195	$330

(b) Computing safe haven allowances, as for a member's TDY, within the maximum amounts shown in (a) ($135 for M&IE and up to $195 for lodging) for payment for the travel period to the designated place via the CONUS arrival point on 14 August.

The dependents are authorized 75% of the M&IE allowance for travel on 14 August ($135 x 75% = $101.25).

M&IE:	$101.25 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum ($247.50) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9
Total:	$176.25 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. U6005-E:

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($200), which in this case is $59 for M&IE and up to $141 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$59	$141	$200
Child (age 14)	$592	$141	$200
Child (age 9):	$29.50 ($59 x 50%)	$70.50 ($141 x 50%)	$500
Max daily amount payable for the 3 dependents' costs:	$147.50	$352.50	$500

(d) The actual total daily amount, within the maximum amounts shown in (c) ($147.50 for M&IE and up to $352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	$147.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($352.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$297.50 (The daily amount that is payable to dependents within the maximum $352.50 established in (c) for the three dependents' costs for 27 days)
Lodging Tax:	$18.75
Total:	$316.25 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the designated place for 27 days (27 days x $316.25 = $8,538.75)).

U6006 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A local travel allowance is authorized to be paid when a dependent is receiving evacuation allowances and has not taken delivery of a POV transported to the designated place under par. U6008. To assist with unexpected local transportation costs, a transportation allowance is paid at a rate of $25/day/family group, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. ***An allowance under par. U6006 may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.***

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SECTION 3: SAFE HAVEN ALLOWANCE

U6054 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. U6050-A, including a dependent who turned 21 while at the safe haven/designated place, are authorized safe haven allowances.

NOTE:

1. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the 'Lodgings-Plus' computation method for each day the dependent is in an evacuation status. ***An AEA described in Ch 4, Part C, or APP O, par. T4040-A1d, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see APP A definition of "Per Diem Allowance," Ch 4, Part B, and APP O, par. T4040. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. U4129-E applies. ***That is, if an evacuated dependent stays with a friend or relative 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 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 dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See computations in par. U6054-G. ***GOV'T mess or open mess availability/use has no effect on safe haven allowances even though the dependent may or does use such facilities without charge.*** Safe haven allowances payable under par. U6054 may be paid in advance as in par. U6060-A.

2. Authorization Termination

a. Authorization for safe haven allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven allowances is extended by the Secretarial Process; or,

(2) Member dies. See par. U6050-A.

c. Safe haven allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent;

(2) Date the dependent departs the safe haven for the PDS or designated place (or converts the safe haven to the designated place); or

(3) Expiration date established by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven allowances for the unexpired period.

C. Safe Haven Allowances while Traveling. While traveling:

1. From:

a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. U6054-D or U6054-F to a safe haven or designated place;

b. A member's CONUS PDS to a safe haven or designated place;

c. One safe haven to another safe haven;

d. A safe haven to a designated place, or;

e. A safe haven or designated place to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. U6054-C1, to a dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

*1. Safe Haven Allowances Payable. A safe haven allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. The safe haven allowance is computed as shown in examples in par. U6054-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DOD Service member's dependent, and/or the Secretary Concerned for a non-DOD member's dependent, the safe haven allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or safe haven allowance rate percentage by the USD (P&R) for a DOD member's dependent, and by the Secretary Concerned for a non-DOD member's dependent under par. U6052-D) at:

a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven allowances, or the individual receiving the safe haven allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven allowances rate.

2. Safe Haven Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (see par. U6052) may direct a dependent to move between safe havens. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6054-D1. A dependent, who is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven) receives safe haven allowances in par. U6054-D1 for NTE 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

(a) Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or

(b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven allowances for the travel day(s) is paid under par. U6054-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6054-D1.

4. Safe Haven Allowances - Termination when an Evacuated Dependent Is Directed to Move to a Designated Place. A dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto, if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DOD Service member's dependent, and by the Secretary Concerned for a non-DOD Service member's dependent. The requirement to relocate to a designated place must specify the date on which safe haven allowances terminate for a dependent directed to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Allowances when Away from the Safe Haven. Safe haven allowances continue for a dependent at a safe-haven location under par. U6054-D5, who is absent from the safe haven for personal reasons, is authorized a continuation of safe haven allowances during such absences provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Allowances at a Designated Place. When a dependent selects a designated place and move there, or converts the safe haven to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven allowances are authorized to offset lodgings and M&IE while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven allowances as in par. U6054-D.

2. Converts the safe haven to a designated place, is authorized safe haven allowances as in par. U6054-D, except for a dependent receiving a reduced safe haven allowance IAW par. U6054-D1. A dependent continues receiving a reduced safe haven allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date the safe haven is converted to a designated place. Safe haven allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven allowance period as warranted. The safe haven allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven allowances at the designated place using par. U6054-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to GOV'T reimbursement,

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a designated place

is authorized safe haven allowances at the applicable per diem rate for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. U6054-C and U6054-E apply.

G. Safe Haven Allowance Computations. The following examples illustrate the method used for computing safe haven allowances incident to evacuation:

NOTES:

1. The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a separate miscellaneous reimbursable travel expense in addition to safe haven allowances.

3. Tax paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area is not a separate miscellaneous reimbursable expense. It is part of the per diem rate used in safe haven allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. OCONUS locality rates include an amount for laundry/dry-cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry-cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was $100 plus $11.50 for lodging tax (11.5%). The applicable maximum locality rate was $139 ($90/ $49).

(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows (see par. U6054-D1):

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($139), which in this case is $49 for M&IE and up to $90 for lodging. Each dependent under age 12 is authorized safe haven allowance up to 50% of the rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$49		$90		$139
Child (age 12 or older)	$49		$90		$139
Child (under age 12)	$24.50	$49 x 50%	$45	$90 x 50%	$69.50
Max daily amount payable for the 3 dep:	$122.50		$225		$347.50

(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) ($122.50 for M&IE and up to $225 for lodging), as follows:

M&IE:	$122.50	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum ($225) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	$222.50	Daily amount that is payable to the dependents within the maximum $347.50/day established in (a) for the three dependents for each of the first 30 consecutive days.
Lodging Tax:	$11.50	
Total:	$234	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.

(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$29.40	$49 x 60%	$54	$90 x 60%	$83.40
Child (age 12 or older)	$29.40	$49 x 60%	$54	$90 x 60%	$83.40
Child (under age 12)	$14.70	$49 x 30%	$27	$90 x 30%	$41.70
Max daily amount payable for the 3 dep:	$73.50		$135		$208.50

(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($73.50 for M&IE and up to $135 for lodging), as follows:

M&IE:	$73.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum ($135) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	$173.50	The daily amount that is payable to dependents within the maximum $208.50 established in (b) for costs incurred by the 3 deps for the 31st to 180th consecutive days.
Lodging Tax:	$11.50	
Total:	$185	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.

EXAMPLE 2

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was $226 ($155/ $71).

(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. See par. U6054-D1.

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($226), which in this case is $71 for M&IE and up to $155 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50% of the rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (under 12)	$35.50	$71 x 50%	$77.50	$155 x 50%	$113
Max daily amount payable for the 4 dep:	$248.50		$542.50		$791

(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and $542.50 for lodging), as follows:

M&IE:	$248.50	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for the 4 dependents ($110 + $110) (not including lodging tax), which is less than the max ($542.50) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	$468.50	Daily amount paid to the dependents within the maximum $791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.

(c) Beginning on the 31st consecutive day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (under 12)	$21.30	$71 x 30%	$46.50	$155 x 30%	$67.80
Max daily amount payable for the 4 dep:	$149.10		$325.50		$474.60

(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and up to $325.50 for lodging), as follows:

M&IE:	$149.10	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.
Daily amount:	$369.10	Daily amount paid to dependents within the maximum $474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31st through the 180th consecutive days.

EXAMPLE 3

A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6054-D5, the dependents were determined to already be at a safe haven and are authorized safe haven allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven allowances under par. U6054-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was $184 ($130/$54).

(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows (see par. U6054-D1):

Each dependent age 12 or older is authorized safe haven allowances up to the full locality rate ($184), which in this case is $184 ($130/$54).

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$54		$130		$184
Child (age 12 or older)	$54		$130		$184
Max daily amount payable for the 2 dep:	$108		$260		$368

(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($108 for M&IE and up to $260 for lodging), is determined as follows:

M&IE:	$108	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.
Lodging:	$0	No lodging allowance is paid when deps stay with friends or relatives (par. U6054-B1).
Total:	$108	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.

(c) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$32.40	$54 x 60%	$78	$130 x 60%	$110.40
Child (age 12 or older)	$32.40	$54 x 60%	$78	$130 x 60%	$110.40
Max daily amount payable for the 2 dep:	$64.80		$156.00		$220.80

(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($64.80 for M&IE and up to $156.00 for lodging), is determined as follows:

M&IE:	$64.80	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.
Lodging:	$0	No lodging allowance is paid when deps stay with friends or relatives (par. U6054-B1).
Total:	$64.80	The actual daily amount paid for the 2 deps' costs on 31st to 180th consecutive days.

EXAMPLE 4

Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a designated place.

The travel itinerary was as follows:
Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the designated place on 14 August. Remained overnight at the CONUS location; incurred lodging cost of $95 plus $11.40 lodging tax (12%).
Departed the CONUS location on 15 August. Arrived at the designated place on 15 August.

The dependents shared a hotel room at the designated place and incurred a lodging cost of $105 plus $13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven allowances while traveling to, and while at, the designated place. Safe haven allowances at the designated place begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. See par. U6054-E. The maximum locality rate at the CONUS location en route, at the time of travel was $148 ($99/ $49). The maximum locality rate at the designated place was $154 ($110/ $44).

(a) The maximum safe haven allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. U6054-E):

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($148), which in this case is $44 for M&IE and up to $99 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50% of the rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$49		$99		$148
Child (age 14)	$49		$99		$148
Child (age 9)	$24.50	$49 x 50%	$49.50	$99 x 50%	$74
Max daily amount payable for the 3 dep:	$122.50		$247.50		$370

(b) Computing safe haven allowances, as for a member's TDY, within the maximum amounts shown in (a) ($105 for M&IE and up to $247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August:

The dependents are authorized 75% of the M&IE allowance for 14 August ($122.50 x 75% = $91.88).

M&IE:	$91.88	The M&IE in this amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max ($247.50). A lodging receipt is required for this amount.
Lodging Tax:	$11.40	
Total:	$198.28	Actual amount (including lodging tax) paid to deps for the 3 dependents' costs on 14 August.

(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. U6054-E:

Each dep age 12 or older is authorized safe haven allowances up to the full rate ($154), which in this case is $44 for M&IE and up to $110 for lodging. Each dep under age 12 is authorized safe haven allowances up to 50 % of the rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$44		$110		$154
Child (age 14)	$44		$110		$154
Child (age 9)	$22	$44 x 50%	$55	$110 x 50%	$77
Max daily amount payable for the 3 dep:	$110		$275		$385

(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($110 for M&IE and up to $275 for lodging), is determined as follows:

M&IE:	$110	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$105	The actual daily amount (not incl lodging tax) the 3 dependents paid for lodging, which is less than the max ($275) that may be reimbursed. A lodging receipt is required for this amount.
Daily amount:	$215	The daily amount that is payable to dependents within the maximum $380 established in (c) for costs incurred by the 3 dependents for 27 days.
Lodging Tax:	$13.13	
Total:	$228.13	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the designated place for 27 days (27 days x $200.62 = $6,159.51).

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PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY

U7150 RC MEMBER TRAVEL

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to an RC member called (or ordered) to active duty for any reason with pay under an authorization/order that provide for return to home or PLEAD.

b. Travel and Transportation Allowances when a Member Commutes. ***Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when***:

(1) Both are in the corporate limits of the same city or town,

(2) The member commutes daily between home/PLEAD and the place of active duty, or

(3) The AO/INSTALLATION commander determines that both are within reasonable commuting distance of each other IAW U3500-B and that the nature of the duty involved permits commuting.

However, a member commuting under pars. U7150-A1b(2) and U7150-A1b(3) is authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

(a) Home, or

(b) Place of unit assignment, or

(c) Place from which called (or ordered) to active duty.

ICW par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and GOV'T QTRS and/or GOV'T dining facility/mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and QTRS, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Ch 3, Part F.

c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for a:

(1) Member performing annual training duty when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

(2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

(3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses of instruction with a break in active duty between courses of instruction and both GOV'T dining facility/mess/QTRS (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

An RC member performing active duty for training, who is not authorized per diem or AEA, may be reimbursed for lodging service charges when transient GOV'T housing is occupied, or lodgings in kind may be provided. ***Reimbursement for other than service charges for GOV'T QTRS use (see APP A) is not authorized.***

2. Physical Examination ICW a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the authorization/order is received or addressed to the place of physical examination (whichever is less) and (as directed in the authorization/order):

a. Return, or

b. Then to the new PDS, or

c. Return and then to the new PDS.

Travel required ICW these examinations is IAW par. U7150-A3.

3. Active Duty for Training

a. Fewer Than 140 Days. When the active-duty-for-training period contemplated by an authorization/order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Ch 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Ch 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of GOV'T QTRS and/or GOV'T dining facility/mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Ch 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chs 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Ch 3 and 4 for the entire duty, including travel to and from the duty locations.

4. Active Duty for and Active Duty Extensions (Other than Training)

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an authorization/order at any location is for 180 or fewer days (except as noted in par. U2146) TDY travel and transportation allowances are payable as provided in Chs 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

b. Active Duty for More Than 180 Days

(1) Active Duty at One Location

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5.

(b) ***No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.***

(2) Active Duty at More Than One Location

(a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5 to the 181-day location.

(b) ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).***

(c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chs 3 and 4.

(d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chs 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances, or

(d) Emergency circumstances, or

(e) Contingency Operations, or

(f) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. See par. U2145.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Ch 4.

B. Active Duty without Pay

1. Standby Reserve. ***Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.***

NOTE: Par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U. S.

3. Others. Except as provided in par. U7150-B2, an RC member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or QTRS. See par. U4510. ***The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966))***.

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. See par. U3500-B.

2. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

(a) Training duty station,

(b) Drill site,

(c) Assigned unit city/town location, or in the

(d) Local area of assigned unit or home, or

(2) Travel between home and the:

(a) Assigned unit except as provided in par. U7160,

(b) Unit training assembly place, or

(c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement may be authorized/approved under Ch 3, Part F, for transportation expenses incurred on official business in and around the:

(1) Training duty station,

(2) Drill site, and/or

(3) City/town.

When the member travels between home and an alternate duty/work site, the member may be paid TDY mileage only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

*Example 1: A member's home is Springfield, VA, and the assigned unit (usual drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x $0.55/mile = $11.00.

*Example 2: A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DODD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x $0.55/mile = $8.80.

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Ch 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

5. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Allowances. ***A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.***

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance, limited to the distance ***from the assigned unit*** to the alternate site less the distance from home to the assigned unit.

*Example**:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in Arlington, VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x $0.55/mile = $7.70.

6. Reimbursement of Service Charges for Transient GOV'T Housing Use. An RC member not authorized per diem or AEA, who occupies transient GOV'T housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for GOV'T QTRS use (see APP A) is not authorized.***

D. Inactive Duty Training without Pay

1. Standby Reserves. ***There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.***

2. Other than Standby Reserves. An Armed Forces' RC member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

An RC member not authorized per diem or AEA, who occupies transient GOV'T housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for GOV'T QTRS use (see APP A) is not authorized.***

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the authorization/order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from INSTALLATIONS: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. GOV'T or GOV'T-procured transportation and GOV'T-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T-procured transportation and/or GOV'T-supplied meals).

f. Per Diem Not Authorized. ***Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).***

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/QTRS is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the Ch 5, Part B PCS allowances; the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

b. Travel under a TDY Authorization/Order. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home or the SROTC unit location (as specified in the authorization/order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the authorization/order).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, a member is authorized the Ch 5, Part B allowances, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the Ch 5, Part B PCS allowances. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the authorization/order.

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;

2. On inactive duty training;

3. On funeral honors duty;

4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1, U7150-F2, and U7150-F3; or

5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized the Chs 3 and 4 TDY travel and transportation allowances for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. An RC 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 the Chs 3 and 4 TDY travel and transportation allowances.

H. COLA and Housing Allowances. See par. U9145 for COLA and par. U10428 for housing allowances.

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.
NOTE: New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through an amended or modified authorization/order, and serves more than 30 days from the extension authorization/order, is authorized allowances under the new rules effective the date of the extension.

U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for a periodic physical examination covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for an RC member.

U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE

Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, through and including 31 December 2010.

A. General. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve 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. U7160, '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.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. qualified in a skill designated as critically short by the Secretary Concerned;

2. assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or

3. assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

*C. 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***.

1. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include the transportation cost between home and the terminal and between the 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.***

2. 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 up to the per diem rate for the area concerned.

a. The maximum amount allowed for CONUS or non-foreign OCONUS area lodging does not include a lodging tax amount. Tax on a CONUS or non-foreign OCONUS area lodging is a separate miscellaneous reimbursable expense except when 'MALT-Plus' for POC travel is paid.

b. The maximum lodging amount allowed in a foreign OCONUS area includes a lodging tax amount. Tax on foreign OCONUS area lodging is not a separate miscellaneous reimbursable expense.

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RC MEMBER

See DODFMR, Volume 7A, par. 580105.A (at ***http://www.defenselink.mil/comptroller/fmr/***) for rate.

U7180 ALLOWANCE SUMMARY TABLES

***NOTE**: These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in Ch 5, Part G.*

Table U7G-1		
RC PERSONNEL ON ACTIVE DUTY WITH PAY *(NOTE 1)*		
SITUATION	**TRANSPORTATION *(NOTES 2 and 3)***	**PER DIEM *(NOTES 4 and 5)***
Annual training duty ***(NOTE 6)***	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to cost of GOV'T contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same 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	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the authorization/order directing additional duty
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the authorization/order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

NOTES:

1. Applies to an RC 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 a periodic physical for a member on the TDRL.) See par. U7250.

2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/ town.

3. An RC member may not be paid for commuting from home to duty--only one round-trip may be paid.

4. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

5. An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

6. Since a training location is the PDS, no per diem is payable when GOV'T QTRS & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

Table U7G-2		
RC MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	**TRANSPORTATION**	**PER DIEM** ***(NOTES 1 and 2)***
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or QTRS may be authorized for travel days only. See par. U4510.

***NOTES*:**

1. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

2. An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

Table U7G-3		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY ***(NOTES 1 and 2)***		
SITUATION	**TRANSPORTATION**	**PER DIEM**
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located ***NOTE 3***	Not authorized - may be authorized reimbursement under Ch 3, Part F	Not authorized
TDY to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit.	Ch 4 applies
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

***NOTES*:**

1. For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.

2. An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

3. See par. U7160 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.

Table U7G-4			
SENIOR RESERVE OFFICERS TRAINING CORPS MEMBERS ***(NOTES 1 and 2)***			
SITUATION	**TRANSPORTATION**	**PER DIEM**	**REMARKS**
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

NOTES:

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training members-- is authorized per diem.

2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

Table U7G-5			
MISCELLANEOUS			
SITUATION	**TRANSPORTATION**	**PER DIEM**	**REMARKS**
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. See par. U7175 for the effective rate.

PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE

U7225 LODGING EXPENSES DURING A MEMBER'S AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION

*A. General. An eligible member deployed in a TDY status to a location in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be reimbursed for the lodging expenses as a miscellaneous reimbursable expense. See APP G.

B. Eligibility. A member who:

1. Is assigned TDY in support of a contingency operation for more than 30 days, and

2. Immediately before taking the authorized absence, was performing duty at a location away from the member's home or PDS, and

3. Was receiving per diem to cover lodging expenses because GOV'T QTRS were not available at no cost to the member, and

4. Before the end of the authorized absence, returns to the TDY location

is eligible for reimbursement for lodging retained at the TDY location.

C. Reimbursement. ***Per diem is not authorized for a member, during an authorized absence, who is returning to the PDS/home for the weekend. Reimbursement for the lodging retained at the TDY station is reimbursable as a Miscellaneous Reimbursable Expense.***

1. 'Lodgings-Plus'

*a. The member is authorized reimbursement as a Miscellaneous Reimbursable Expense (see APP G) for the actual cost of lodging retained during an authorized absence NTE the lodging portion of the per diem rate for the TDY location for each day.

b. This reimbursement authority for an authorized absence during a contingency operation applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related lodging costs.

2. Fixed (Flat) Rate Per Diem Allowance. If the member is paid a contingency operation fixed (flat) rate per diem allowance (e.g., 55%) IAW par. U4105-I:

a. The member is authorized reimbursement of the out-of-pocket expenses, and

b. The amount allowed for lodging costs as a miscellaneous reimbursable expense may not be more than the amount the member would have received if the authorized absence had not been taken.

c. Example

Example
1. The member is on a contingency TDY being paid 55% per diem IAW par. U4105-I and renting an apartment at a cost of $1,000/month. 2. The authorized per diem rate is $55 (i.e., 55% of the locality rate of $100). 55% x $66 (Lodging) = $36.30 55% x $34 (M&IE) = $18.70 Total = $55 or 55% of $100 = $55 3. The member is reimbursed $36.30/day x 30 days = $1,089 per 30-day month for lodging.
Scenario 1 1. The member returned to the PDS once during the first month. The member is not paid per diem for the 2 days/nights spent at the PDS. 2. The member is authorized $1,016.40 ($36.30/day x 28 days) for lodging for the first month. 3. Since the member is authorized $16.40 more than actual lodging cost ($1,016.40 vs. $1,000), the member is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.
Scenario 2 1. The member took 7 days leave during the third month. The member is not paid lodging per diem for 7 days/nights of leave. 2. The member is authorized $36.30/day x 23 days = $834.90 for lodging for the third month. 3. The member is out-of-pocket $165.10 for lodging costs ($1,000 vs. $834.90). 4. The member would have been reimbursed $254.10 ($36.30/night x 7 nights) for those 7 nights had the member not been on leave. 5. The $165.10 out-of-pocket cost is less than the amount the member would have been paid had the member not been on leave ($254.10). 6. The member is authorized $165.10 as a miscellaneous reimbursable expense to cover the out-of-pocket lodging costs.

3. This reimbursement authority for an authorized absence during a contingency operation applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related lodging cost.

D. Authorized Absence. In par. U7225 this term, with respect to a member, means that the member is in an authorized leave status or that the member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned. (37 USC §404b(d)).

U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION

A. General. A member sent TDY to a location for more than 30 days who goes on leave from the TDY location to the dependents' safe haven location who have been evacuated may be reimbursed for the TDY location lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. Was receiving per diem to cover TDY lodging expenses because GOV'T QTRS were not available at no cost to the member, and

2. Immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement

1. The member is authorized reimbursement 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.

2. This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS

U7450 DISCIPLINARY ACTION

A. Transportation. When a member is ordered to travel for disciplinary action:

1. A GOV'T conveyance should be used, if available; or

2. If a GOV'T conveyance is not available, the member must be directed to use GOV'T-procured transportation;

3. If GOV'T-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or

4. If a POC is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. ***Payment of mileage is not authorized.***

Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the values in par. U1500.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

(1) Be in the name of the member in charge "for" the prisoner(s);

(2) Be signed, when proper, by the member in charge; and

(3) Not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When a prisoner is moved on public transportation, the member-in-charge of the movement should obtain GOV'T-procured transportation for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

*d. Miscellaneous Reimbursable Expenses. Miscellaneous reimbursable expense items incurred ICW pars. U7451-A2, U7451-B and U7451-C are payable under APP G.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. INSTALLATION. A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging must not exceed per diem or actual expense allowances for a TDY member. Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. Par. U7451-A1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. INSTALLATIONS.

B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed transportation mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized destination. The prisoner is furnished transportation in-kind and meal tickets, if practical, from the place to which paroled (HOR or other authorized destination) to the location concerned and for return travel, when appropriate, if:

1. A rehearing is ordered following travel completion; or

2. Official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

If it is impractical to furnish transportation in-kind and meal tickets for any of the travel addressed in par. U7451-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3110 and for occasional meals. See par. U4510.

PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

U7750 GENERAL

This Part applies to the travel of an armed forces member accompanying a Member of Congress and/or congressional employee under the authority in 31 USC §1108(g). An armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. The cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the armed forces member is accompanying, and

2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee(s) that the armed forces member is accompanying;

provided the armed forces member's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned. ***See pars. U3125-B3g and U3125-B4j.***

U7751 DEFINITIONS OF TERMS

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

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

U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

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

U7755 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are:

A. First-class (FC). ***Reference par. U3125-B3g.***

B. Business-class (BC). ***Reference par. U3125-B4j.***

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PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part***:

1. Active duty members (see par. U7252); and

2. Dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, GOV'T transportation should be used. When GOV'T transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. GOV'T-procured commercial transportation,

2. Personally procured commercial transportation (see par. U3120), or

3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. 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). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the GOV'T's cost if GOV'T or GOV'T-procured transportation is available.*** When GOV'T-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

*D. Lodging and Meals. The actual cost of the patient's lodging (including tax, 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 lodging in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense except when 'MALT-Plus' for POC travel is paid.***

****2. The maximum amount allowed for lodging in foreign OCONUS areas includes a lodging tax amount. Lodging tax in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.***

E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in APP G are not authorized).***

F. Administrative Provisions. An authorization/order authorizing/approving patient transportation to a specialist for medical care must cite par. U7960 as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW 10 USC §1074 must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

If a patient meets the par. U7960-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant. ***The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.*** An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in par. U7961.

1. A Uniformed Member (Who Is a Family Member) as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.

2. A Civilian Employee (Who Is a Family Member) as an Attendant. A U.S. GOV'T civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency or department funding the travel.

3. Another Person (Who Is a Family Member) as an Attendant. A person other than a uniformed member or U.S. GOV'T civilian employee, who is at 1east age 21 years and a family member, who is designated to travel as an attendant, should be issued an ITA or included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D.

NOTE 1: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).

NOTE 2: A beneficiary with questions about the non-medical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

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

*A. General. Transportation, per diem/AEA, and miscellaneous reimbursable expenses listed in APP G may be authorized/approved for defense personnel of developing countries ICW the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in U.S. national security interests.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only ICW travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or ICW travel to Canada or Mexico. As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

C. Travel when the Combatant Command Is Located within the U.S. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that Is Not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred ICW any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. ***(that currently states: - Latin American cooperation: payment of personnel expenses - The SECDEF or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)***

H. Travel Authorization/Order. A travel authorization/order issued under individual Service regulations is to be used for authorizing the allowances under this Part. See par. U1010-B.

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PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS

U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - LIAISON OFFICERS (10 USC §1051a)

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

*A. General. Under the authority in 10 USC §1051a, the SECDEF may authorize travel (per diem/AEA), transportation, and miscellaneous reimbursable expenses listed in APP G required for the performance of duties by a liaison officer of a developing country involved in a military operation with the U.S. while the liaison officer is assigned temporarily to the headquarters of a U.S. combatant command, component command, or subordinate operational command ICW the planning for, or conduct of, a military operation. SECDEF may authorize payment of the above-described allowances for a liaison officer of a developing country ICW the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, SECDEF may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Medical Care. Round-trip transportation expenses (no per diem or mileage) may be authorized for a liaison officer described in par. U7980-A if the combatant command commander directs round-trip travel from the assigned headquarters to one or more locations for medical care at a non-military facility if:

1. Adequate medical care is not available to the liaison officer at a local military medical treatment facility;

2. SECDEF determines that payment of such medical expenses is necessary and in the best interest of the U.S.; and

3. Medical care is not otherwise available to the liaison officer pursuant to any treaty or other international agreement.

C. Maximum Allowances that May Be Paid. Allowances authorized to be paid under pars. U7980-A and U7980-B may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

D. Travel Authorization/Order. A travel authorization/order issued under an individual Service's regulations is to be used for authorizing the allowances under this Part. See par. U1010-B.

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CHAPTER 8

COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA)
37 USC §403b

U8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area. An area is a high cost area for a fiscal year for Ch 8's purposes if the uniformed services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on 30 June of the year in which such fiscal year begins. ***SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.*** The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. The term "member with dependents" as used in Ch 8 means a member who is authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the with-dependent rate. ***The term does not include a member authorized BAH at the with-dependent rate solely on the basis of paying child support.***

C. Member without Dependents. The term "member without dependents" as used in Ch 8 means;

1. A member authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the without-dependent rate, and

2. A member authorized BAH at the with-dependent rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or

2. For an unmarried member, a dependent as defined in APP A (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. The term "unaccompanied status" as used in Ch 8 means any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or during which all dependents return to, a CONUS location to establish a permanent residence.

U8002 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under the law (37 USC §403b) and Ch 8. A member:

1. Assigned to a CONUS high cost area.

2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.

3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8016-B or U8016-C that:

a. The member's primary dependent must reside in a CONUS high cost area by reason of the member's duty location or other circumstances; and

b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For CONUS COLA purposes, a ship's or afloat staff's home port (not to be confused with permanent duty station for non-sea duty organizations) to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship or afloat staff, regardless of BAH eligibility is eligible for CONUS COLA if otherwise qualified.

U8004 RATE PAYABLE

A. General

1. CONUS COLA must be paid to a member assigned to a PDS in a CONUS high cost area.

2. For a member with dependents whose dependents, under the circumstances in par. U8016, do not reside with the member at the PDS location CONUS COLA must be paid based on the primary dependent's location.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized a CONUS COLA. This authorization exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the with-dependent rate and to the other at the without-dependent rate.

C. Member Assigned to a Ship or Afloat Staff. For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS. Ordinarily CONUS COLA based on the rate for the old home port stops on day before the home port change effective date and CONUS COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship or afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions. A new member ordered to active duty is authorized CONUS COLA at the rate prescribed for a member:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,

2. With dependents - the member can elect the with-dependent rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS based on law.

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation or Retirement. CONUS COLA is paid during separation or retirement processing:

1. Based on the last PDS rate; or

2. Based on the primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or

3. Based on the CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

U8006 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases. For:

1. The number of travel days authorized ICW a PCS (par. U5160); or

2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. U8038.

U8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Ch 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command-sponsored dependent residing OCONUS with the member.*** If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence IAW par. U9105-B, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence. See par. U9130-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate based solely on child support payment; or

2. BAH-DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without-dependent rate.

U8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member who is not identified in the divorce decree or legal separation agreement as the full-time legal custodial parent of a child or children of the marriage is not authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and

2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

NOTES:

1. If the divorce or separation involves two service members, it is possible for both service members to be authorized CONUS COLA at the with-dependent rate. This is the case when each member-parent has physical custody of one or more children at the same time. See Ch 10 regarding BAH.

2. In a case in which the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).

U8014 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in pars. U8014 and U8016, CONUS COLA authorization at the rate prescribed for a particular PDS begins on the day the member reports to that PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8014, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but authorization for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as in par. U8022, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or

2. Incident to a PCS to a new CONUS PDS with TDY en route at a location to which the member commutes from the permanent QTRS that will be occupied at the new PDS, is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

U8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION

A. General

1. A member is authorized only one CONUS COLA.

2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship's or afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve payment of CONUS COLA based on the dependent's location through the Secretarial Process.

3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved

When the member is:

1. Assigned to a PDS in an area at which sufficient housing does not exist;

2. Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a CONUS designated place;

3. Assigned, or in receipt of a PCS authorization/order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated incident to the home port change;

4. In receipt of a PCS authorization/order to a unit with a promulgated home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;

5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;

6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled for a duration of not to exceed one year; or

8. Directed (with dependent) to reside in GOV'T QTRS in a high cost area which is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS location. ***A personal election of either a member or primary dependent is not a consideration.***

D. Rates Applicable. ***NOTE: In par. U8016-D, the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. U5160.*** The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authorization based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

U8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), a CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. U8016, a member assigned at a CONUS PDS may request a CONUS COLA based on the dependent's location through the Secretarial Process, or

2. dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS. A dependent may visit the member at the PDS without changes to the CONUS COLA allowance. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence change. The CONUS COLA is changed to be based on the member's PDS location. If the dependent subsequently departs the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
Table U8-1				
RULE	**Member Assigned**	**Dependents Located**	**Dependent Located at or Near the PDS**	**Then**
1	OCONUS	In CONUS	No	Start CONUS COLA at the with-dependent rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the with-dependent rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the with-dependent rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

U8020 THE GOVERNMENT DEFERS DEPENDENT TRAVEL

A. General. When the GOV'T defers dependent's travel at the GOV'T's expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new OCONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. When the GOV'T defers a dependent's travel at the GOV'T's expense to a member's new CONUS PDS pending housing availability, CONUS COLA may continue to be paid at the old PDS rate until the day before the member arrives at the new CONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. In cases in which the Secretarial Process previously authorized a CONUS COLA based on the dependent's location, that rate continues. Obtaining housing is the decision key for authorization of dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the 60-day time period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60-day period or a waiver has not been granted through the Secretarial Process, the CONUS COLA for the dependent's location terminates and the member is authorized a CONUS COLA for the PDS location.

C. Decision Logic Table

1. Table U8-2

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO AN OCONUS PDS				
Table U8-2				
RULE	**Expected Travel Delay**	**Dependent Relocated at GOV'T Expense**	**Dependent Arrives within 60 Days of Travel Authorization**	**Then**
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
2			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA as of day 61.
5		Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
				Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
6			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel
				Stop CONUS COLA as of day 61.

2. Table U8-3

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO A CONUS PDS					
Table U8-3					
RULE	**Expected Travel Delay**	**Dependent Relocated at GOV'T Expense**	**Dependent Arrives within 60 Days of Travel Authorization**	**COLA for Depn's Location Authorized/ Approved by Secretarial Process?**	**Then**
1	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2			No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks Or the Old PDS is Outside the U.S.	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5			No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the PDS as of day 61.
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Start CONUS COLA based on new PDS as of the mbr's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
					Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8			No	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA as of day 61 after travel is authorized to begin.
					Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Start COLA based on the new PDS as the member's arrival date.

U8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authorization in specific circumstances is as indicated in the following items. In instances of multiple dependent locations, CONUS COLA authorization is based on the primary dependent's residence location. When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.

2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authorization begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authorization based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.

3. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for the member's direct PCS travel. CONUS COLA authorization at the rate prescribed for the new PDS begins on the day the member reports at that station.

4. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Decision Logic Tables

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR			
Table U8-4			
RULE	**If member**	**And**	**Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel**
1	is assigned to an unaccompanied tour at an OCONUS PDS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at GOV'T expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the CONUS at GOV'T expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at GOV'T expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS.
			If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authorization for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authorization for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

U8024 EARLY RETURN OF DEPENDENTS

A. Early Return at GOV'T Expense. When all of a member's dependents are returned from an OCONUS PDS at GOV'T expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
Table U8-5		
RULE	**Dependents Returned from OCONUS PDS**	**Then**
1	Return Is at GOV'T Expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return Is ***Not*** at GOV'T Expense	No authority to pay CONUS COLA.

U8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS. A member may be authorized a CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are ***routinely*** authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing does not exist;

2. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.

3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;

4. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;

5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed

HHG transportation. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination. In addition to the example situations in par. U8026-B1 through U8026-B7 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process. This decision may be kept at a higher level than those situations in pars. U8026-B1 through U8026-B7. ***A personal election of either a member or dependent for residing separately is not a consideration.***

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Table U8-6

CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER

Table U8-6

RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dependent's Location Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/ approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/ approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	See Table U10E-9.

2. Table U8-7

CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER Table U8-7				
RULE	**Dependent Performs PCS Travel after the Member**	**New PDS Location**	**COLA for Dependent's Location Authorized/ Approved by Secretarial Process?**	**Then**
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

U8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member without dependents carried in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive the CONUS COLA to which authorized upon entering the missing status. If the dependent relocate, pay CONUS COLA appropriate for the dependent's location.

U8030 MEMBER IN CONFINEMENT

A member in confinement who is authorized allowances is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

U8032 MEMBER IN NON-PAY STATUS

CONUS COLA authorization may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status. See par. U10420. Payment is made directly to the dependent and not to the member, when the member's BAH is paid directly to dependent.

U8034 AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. Par. U8034 applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

U8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Member with Dependents

1. CONUS COLA Continuation at the Member's PDS. A member, whose dependent is evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par. U8016-B or U8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in the CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

U8038 RC MEMBER

A. General. An RC member is not authorized a CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or

2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days. An RC member called/ ordered to active duty for 140 or more days, is authorized CONUS COLA for the location of the place of principal residence beginning on the first active duty day. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the principal residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

RC MEMBER Table U8-8				
RULE	**If member is (*NOTES 1 and 2*)**	**PCS HHG Transport Authorized**	**Duty in Support of Contingency Operation**	**Then**
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the principal residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
2		Yes	Yes	Start CONUS COLA based on the principal residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the principal residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
4		No	Yes	Start CONUS COLA based on the principal residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6		No	Yes	Start CONUS COLA based on the principal residence at time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

NOTES:

1. A DOD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.

2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 140 days CONUS COLA based on the PDS would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the principal residence would stop the day before the modification/amendment and CONUS COLA for the PDS would begin on the modification date.

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PART B: COST-OF-LIVING ALLOWANCE (COLA)

U9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. ***An allowance to cover official entertainment expenses is not authorized by 37 USC §405 and is not included in this Volume.***

B. Allowances Payable. The COLA index for each OCONUS location is shown in APP J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, see par. U9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, see par. U9205; or when a dependent is evacuated, see par. U9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see APP J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in APP J, Part II, reimbursement may be authorized for specific locations and specific types of expenses.

U9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. U9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized 'MALT-Plus' per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS authorization/order, or

2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (see item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. U9220,

2. COLA is authorized during a PCS between PDSs in close proximity under par. U9110, or

3. Member without Dependent Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new homeport begins on the home port change effective date. However, if a member without dependent is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependent is authorized COLA based on the old home port until the day the member moves back aboard the ship.

U9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9115 COLA FOR A MEMBER WITHOUT DEPENDENT

A. Reduced COLA. A reduced COLA is paid to a member when both GOV'T QTRS and a GOV'T dining facility/mess are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW APP J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is:

Present to 30 September 2009	47%
1 October 2009 – 30 September 2010	53%
1 October 2010 – 30 September 2011	58%
1 October 2011	63%

B. GOV'T Dining Facility/Mess Availability

***NOTE 1*: For COLA purposes – If the member purchases meals, or receives meals at no cost at a GOV'T dining facility/mess (see par. U9000-E and APP A), then a GOV'T dining facility/mess is available. Payment of BAS is independent of the reality of the GOV'T dining facility/mess being available.**

***NOTE 2*: The decision on COLA authorization for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the dining facility/mess is actually available to the member and whether or not the member is expected to purchase food for preparation in the GOV'T living QTRS/ barracks/dormitory (barracks)/shipboard QTRS based on the meal preparation facilities in the GOV'T QTRS. If the commander authorizing COLA expects the member to cook and consume meals in the GOV'T QTRS, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the GOV'T dining facility/mess because meal preparation in the GOV'T QTRS is not expected, the Reduced COLA rate is authorized, regardless of whether or not BAS is paid to the member. A member, who routinely eats 2 or more meals a day in the dining facility/mess whether or not receiving BAS, should be receiving the Reduced COLA rate.**

1. Member with GOV'T QTRS and GOV'T Dining Facility/Mess Available. A member who has GOV'T QTRS available at the PDS (including aboard a ship) and a GOV'T dining facility/mess available, is authorized the Reduced COLA rate. ***The presence of a non-command-sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0-dependent rate.*** In that situation, the member is still only authorized Reduced COLA rate.

2. Member with GOV'T QTRS Available but without a GOV'T Dining Facility/Mess Available. A member who has GOV'T QTRS available but who does not have a GOV'T dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in APP J for a member with 0 dependents.

3. Member with GOV'T QTRS Available but for Whom GOV'T Dining Facility/Mess Use is Impractical. A member who has GOV'T QTRS available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that GOV'T dining facility/mess use is impractical, is authorized the COLA computed as indicated in APP J for a member with 0 dependents.

4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom GOV'T QTRS are not available and who is authorized to mess separately (i.e., away from a GOV'T dining facility/mess), is authorized COLA computed as indicated in APP J for a member with 0 dependents.

5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in APP J for a member with 0 dependents. Also see par. U9210.

6. Member Authorized to Occupy Other Than GOV'T QTRS. A member in grade E-7 or higher, who has no dependent, has elected to not occupy GOV'T QTRS, and who is occupying private sector housing is authorized the COLA computed as indicated in APP J for a member with 0 dependents.

7. Member without Dependent Who Elects Not to Occupy Inadequate GOV'T QTRS. A member in grade E-6, who has no dependent, has elected to not occupy ***inadequate*** GOV'T QTRS, and who is occupying private sector housing is authorized the COLA computed as indicated in APP J for a member with 0 dependents.

8. Member Who Has No Dependent and Is Assigned to a Ship. A member who:

a. Has no dependent,

b. Is assigned to permanent duty aboard a ship,

c. Is in grade E-6 or above and elects not to occupy assigned shipboard GOV'T QTRS, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard GOV'T QTRS, and

d. Occupies private sector housing,

is authorized COLA computed as indicated in APP J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a member-married-to-member military couple (both below grade E-6) is authorized COLA as specified in APP J for a member with 0 dependents if the spouses:

a. Have no other dependent,

b. Are assigned to permanent duty aboard ship(s),

c. Elect to not occupy assigned shipboard QTRS, and

d. Occupy a private sector housing.

10. Member in Confinement. A member without dependent is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

C. Leave Periods. If a member without dependent takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave. If a member without dependent takes OCONUS leave, COLA continues during the entire leave period.

U9120 NON-COMMAND-SPONSORED DEPENDENT IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with-dependent COLA even if the dependent's presence leads the member to choose not to use an available GOV'T dining facility/mess. The member is authorized COLA the same as any other member without dependent under par. U9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with-dependent COLA under par. U9130 starts on the date the dependent is command-sponsored.

U9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENT

A member without dependent:

1. On duty at a PDS where a GOV'T dining facility/mess is available (member is receiving the Reduced COLA rate), and

2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without-dependent COLA for each meal not furnished in a GOV'T mess in addition to the reduced COLA authorized in par. U9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW APP J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

Through 30 September 2009	
Meal Involved	Applicable Percentage
Morning	10%
Noon	20%
Evening	20%

1 October 2009 – 30 September 2010	
Meal Involved	Applicable Percentage
Morning	9%
Noon	19%
Evening	19%

1 October 2010 – 30 September 2011	
Meal Involved	Applicable Percentage
Morning	8%
Noon	17%
Evening	17%

1 October 2011	
Meal Involved	Applicable Percentage
Morning	7%
Noon	15%
Evening	15%

U9130 COLA FOR A MEMBER WITH DEPENDENT

A. General. A member with dependent is authorized COLA based on the number of command-sponsored dependents at the PDS (see par. U9210 for authorization for member-married-to-member couples) regardless of GOV'T dining facility/mess availability (including aboard ship), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by ***all*** dependents is on leave in CONUS;

2. When any dependent returns to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in APP J for the number of dependents remaining at the PDS;

3. When a dependent departs the PDS vicinity and returns to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in APP J for the number of dependents remaining at the PDS; or

4. When one or more (but not all) dependents depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents' departure to the rate specified in APP J, for the number of dependents remaining. If all the dependents early/advance-return to CONUS, the member becomes a member without dependent and the OCONUS COLA at the with-dependent rate terminates the day before the dependents depart the member's PDS. See pars. U8024 and U8026 for CONUS COLA payment when all the dependents early/advance return at GOV'T expense.

5. When in a confinement status as a result of disciplinary action, the member is authorized COLA for dependents only at the rate specified in APP J for the number of dependents who continue to reside in the PDS vicinity.

B. Home Port Change. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or

2. Is in receipt of a PCS authorization/order to a ship or other fleet unit with an announced home port change, and

3. The dependent is authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Authorization/Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS authorization/order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent's departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended authorization/order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent's arrival day.

U9135 GEOGRAPHIC COLA LOCATIONS

*****The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in APP J, Part I, par. A.

U9140 COLA REPORT SUBMISSION

For COLA report submission, see APP M.

U9145 COLA FOR AN RC MEMBER

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.
NOTE: New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006, the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through an amended or modified authorization/order, and serves more than 30 days from the extension authorization/order, is authorized allowances under the new rules effective the date of the extension.

A. General. An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. U9145-B and U9145-C. When a member is authorized COLA at the with-dependent rate for the PLEAD, there is no command-sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ordered to active duty from an OCONUS location for 31 or more days is authorized COLA for the principal residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty-for-Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty authorization/order. Authorization for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

2. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U9145-B3, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty authorization/order. PDS location COLA authorization begins on the day the member reports at that location. A member called/ordered to active duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized COLA in the same manner as a member already on active duty.

3. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

a. Assigned to duty at that residence, and

b. Paid COLA at that location rate.

HHG transportation under a TDY authorization/order IAW Ch 4, Part H, does not affect this authority. COLA authorization begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see APP A for definition of "CONTINGENCY OPERATION"); or

2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty. See 55 Comp. Gen. 135 (1975).

SECTION 1: GENERAL

U9150 GENERAL

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for GOV'T QTRS assignment, or while completing arrangements for other private sector housing when GOV'T QTRS are not available;

2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent GOV'T QTRS/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent GOV'T QTRS/private sector housing/privatized housing;

3. While seeking permanent GOV'T QTRS/private sector housing following a TDY period when a member-without-dependents vacated permanent GOV'T QTRS/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;

5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after GOV'T QTRS/private sector housing is vacated ICW a PCS authorization/order; or

6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date or moves to an OCONUS HOR/HOS location selected by the member is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA is provided for inappropriate reasons.

NOTE 3: See par. U9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

*3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:

*Per Diem, Travel and Transportation Allowance Committee
ATTN: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

for review IAW DODD 5154.29 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. U9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.

c. If GOV'T QTRS are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost (see par. U1045).

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent GOV'T QTRS/private sector housing (not applicable when it is known that the member is to be assigned GOV'T QTRS), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent GOV'T QTRS/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent GOV'T QTRS/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to GOV'T QTRS.***;

(3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. U9160 and U9170;

(5) Of the requirement to relocate to other permanent GOV'T QTRS/private sector housing or to reoccupy the GOV'T QTRS/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

(6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9155-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-G), delayed departure (par. U9170-C), or early permanent GOV'T QTRS/private sector housing termination (par. U9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependents is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

***NOTE*: Housing allowance is not a consideration when paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.**

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent QTRS. The guidance should ensure that:

(1) Existing GOV'T transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the GOV'T transient

facilities more available to a member in a TLA status and/or dependents;

(2) Leased QTRS furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) The member is aware of GOV'T-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent GOV'T QTRS and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent GOV'T QTRS are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent GOV'T QTRS/private sector housing could reasonably be occupied, when permanent GOV'T QTRS are/private sector housing is not occupied;

(7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

U9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.

C. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. A member serving an unaccompanied tour is not authorized TLA when an available GOV'T dining facility/ mess is not used and/or available GOV'T QTRS are not occupied because a non-command-sponsored dependent is in the PDS vicinity.

E. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part H) as long as TLA and TQSE/TQSA payments cover different expenses. Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

U9157 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. U9160-B and U9160-C.

2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(S) 75% of the new OCONUS PDS per diem M&IE rate (par. U5113) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5105-C, U5105-D, U5201-A1a, and U5201-A1b. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

*B. Temporary Lodging Not Available at PDS. When GOV'T/commercial temporary lodgings are not available at the PDS and the member must obtain GOV'T/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. U9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. U9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a GOV'T Contractor. When a GOV'T contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of GOV'T contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of QTRS charge paid.

D. Temporary Lodging Occupied in Facilities under GOV'T Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's QTRS, under GOV'T jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of QTRS at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

***Step 1**: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

***NOTE 1*: Use the above percentage factors for both lodging and M&IE unless:**

a. A TLA – Special has been authorized for lodging. See par. U9195.

b. Temporary lodgings are not available at the PDS. See par. U9185-B.

c. Permanent GOV'T QTRS are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.

d. Temporary QTRS contain cooking facilities. See par. U9185-G.

e. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

***NOTE 2*: When computing the correct total percentage for a member and family that includes the member's spouse and dependent children, the member and spouse are allowed the 100% rate and 35% is added for each dependent age 12 and over and 25% for each dependent under age 12. See example #7. To compute the correct total percentage for a family unit that does not include the spouse, add the percentage associated with each dependent starting with the oldest dependent. This is shown in Example 6. The percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member and dependent age 12 or older is 100%, dependent under 12 is 25%). A member-married-to-member couple on active duty that has dependents occupying temporary lodging can claim the dependents for TLA reimbursement as shown in Examples 5 and 6.**

***NOTE 3*: Exception occurs when temporary lodgings are not available at the PDS (see par. U9185-F), while renovating GOV'T QTRS (see par. U9185-F), or when permanent QTRS lack a stove and/or refrigerator. See par. U9185-F.**

Step 2: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Select the lesser amount. Include in the actual lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9160-C3).

b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. See par. U2510. See par. U9157 regarding TLA advances.

c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U91850-H and U9195 (TLA – Special).

F. TLA while GOV'T QTRS Are Being Renovated, or if GOV'T QTRS Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy GOV'T QTRS while the kitchen is being renovated, or

2. Occupy GOV'T QTRS/private sector housing during utility loss, or

3. Initially occupy permanent GOV'T QTRS/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover restaurant meals cost. Determine TLA by multiplying the par. U9185-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary QTRS Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.

2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

EXAMPLE 1
NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.
*A member, with spouse, is assigned to an OCONUS location. The locality per diem rate is $150 ($76/ $74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.
4/2 – The member is advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.
4/11 – The member submits a lodging expense report of $1,140 ($144 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent GOV'T QTRS/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.
4/21 – The member submits a lodging expenses report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent QTRS on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.
TLA Computation for 1 April. Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April.

TLA COMPUTATION FOR 2-10 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150 each day.	$74 + $76 = $150 $150/day x 9days = $1,350
TLA COMPUTATION FOR 11-14 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150 each day.	$74 + $76 = $150 $150/day x 9 days = $1,350
TLA COMPUTATION FOR 15-17 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result.	$74 divided by 2 = $37 $74 - $37 = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $113 each day.	$37 + $76 = $113 $113/day x 3 days = $339
TLA COMPUTATION FOR 18-20 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150 each day.	$74 + $76 = $150 $150/day x 3 days = $450

EXAMPLE 2
NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.
*A member, with spouse, is assigned to a ship with an OCONUS home port. The locality per diem rate is $132 ($66/ $66). The member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary GOV'T QTRS. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent QTRS on 10/11.
10/2 – The member is advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.
10/6 – The member submits a lodging expense report of $490 ($98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of $490 ($98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

TLA COMPUTATION FOR 1-5 OCTOBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 65% x $66 = $42.90 65% x $66 = $42.90

2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9160-C).	$98 divided by 2 = $49
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$49 vs. $42.90 $42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay $85.80 each day.	$42.90 + $42.90 = $85.80 $85.80/day x 5 days = $429
TLA COMPUTATION FOR 6-10 OCTOBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $66 = $66 100% x $66 = $66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$98 vs. $66 $66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $132 each day.	$66 + $66 = $132 $132/day x 5 days= $660

EXAMPLE 3	
***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.**	
*A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate is $150 ($76/ $74). The lodging expense is $138 per night, including lodging tax.	
TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 150% x $74 = $111 150% x $76 = $114
2. Multiply the Step 1 M&IE times one-half due to cooking facilities.	$111 x ½ = $55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$138 vs. $114 $114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $169.50 each day.	$55.50 + $114 = $169.50 Pay $169.50 for each day

EXAMPLE 4
***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.**
*Member-married-to-member couple, each is without dependents, are assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $150 ($76/ $74).
4/2 – The members are advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.
4/11 – Each member submits a separate lodging expense report of $570 ($114÷2 per day, including taxes=$57) for shared temporary lodging. Moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging		
Temporary Lodging without facilities for Preparing and Consuming Meals		
(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.)		
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	Member 1 65% x $74 = $48.10 65% x $76 = $49.40	Member 2 65% x $74 = $48.10 65% x $76 = $49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100%	$48.10 x 100% = $48.10	$48.10 x 100% = $48.10

since preparation and cooking facilities are not available.	(2a)	(2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	$49.40 vs. $57.00 $49.40	$49.40 vs. $57.00 $49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

EXAMPLE 5		
***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.**		
*A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate is $160 ($86/ $74).		
4/2 – The members are advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of $850 ($170 per day including lodging taxes divided in half, $85) for shared temporary lodging. They moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
TLA COMPUTATION FOR A MEMBER-MARRIED-TO-MEMBER COUPLE WITH DEPENDENTS IN SEPARATE TEMPORARY LODGINGS		
Preparation and Cooking Facilities are Available for Each Member		
(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.)		
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	Member 1 with one dependent 100% x $74 = $74 100% x $86 = $86	Member 2 with one dependent 100% x $74 = $74 100% x $86 = $86
2a. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	$74 x 50% = $37	
2b. Member with one dependent, multiply the Step 1 M&IE times one-half as preparation and cooking facilities are available.		74 x 50% = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85 vs. $86 $85	$85 vs. $86 $85
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	$37 + $85 = $122 $122 x 10 = $1,220	$37 + $85 = $122 $122 x 10 = $1,220

EXAMPLE 6		
***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.**		
*A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75).		
4/2 – The members are advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of $1,200 ($120 per day including taxes divided in half, $85) for shared temporary lodging. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging Total	Member 1 w/2 dependents over 12 135% x $75 = $74 135% x $125 = $86 $101.25 + $168.75= $270	Member 2 w/2 dependents under 12 125% x $75 = $93.75 125% x $125 = $156.25 $93.75 + $156.25 = $250

2a. Member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.	$101.25 x 100% = 101.25	
2b. Member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.		$93.75 x 100% = $93.75
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$168.75 vs. $120 $120	$156.25 vs. $120 $120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$101.25 + $120 = 221.25	$93.75 + $120 = $213.75
5. Pay the lesser amount of Step 1 and Step 4.	$221.25	$213.75
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	$221.25/day x 10 days = $2,212.50	$213.75/day x 10 days = $2,137.50
7. Total Amount Paid to Each Member	$2,212.50	$2,137.50

EXAMPLE 7	
NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.	
*A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75).	
4/2 – The member is advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.	
4/11 – Each member submits a separate lodging expense report of $2,400 ($120 per day including taxes divided in half, $85) for two rooms. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).	
TLA COMPUTATION INVOLVING MULTIPLE DEPENDENTS (par. U9185-H, *NOTE 2*)	
(When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12).	
1. Determine the maximum rates (given percent x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging Total	 220% x $75 = $165 220% x $125 = $275 $165 + $275= $440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$165 x 100% = $165
3. Compare the actual daily lodging cost of $240 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$275 vs. $240 $240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	$165 + $240 = $405
5. Pay the lesser amount of Step 1 and Step 4.	$405
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	$405/day x 10 days = $4,050
7. Total Amount Paid to Each Member	$4,050

EXAMPLE 8		
NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.		
*A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $377 ($250/ $127).		
The member is advised upon reporting in to aggressively seek permanent GOV'T QTRS/private sector housing, to keep an accurate lodging expense record (and lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS at least every 10 days.		
The member submits a lodging expense report of $2,250 ($225) including lodging taxes for 10 days of TLA lodging. They moved into permanent QTRS on Day 11.		
TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY		
This example is for travel performed by common carrier or transportation-in-kind.		
PCS M&IE paid (par. U5113) =		$285.75
TLA paid for 10 days of TLA (par. U9185-A3)	$225 + $7,413.75 =	$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
DAY 1 PCS travel day M&IE		
Member	Full Rate	$127.00
Spouse	$127 x 75%	$95.25
Child under 12	$127 x 50%	+ $63.50
TOTAL		$285.75
TLA (lodging only)		
Member, spouse, and dependent (under 12)	$250 x 125% = $312.50 (limited to $225)	$225.00
DAYS 2 – 10		
Step 1	M&IE ($127 x 125%) = Lodging ($250 x 125%) = Total =	$158.75 + $312.50 $471.25
Step 2	Compare the actual lodging cost including tax ($225) against Step 1 ($312.50), pay the lesser amount	$225.00
Step 3	Add M&IE and lodging ($158.75 + $225) =	$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. $383.75/day x 9 days =	$7,413.75

SECTION 7: TLA SPECIAL

U9195 TLA-SPECIAL

TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the PDTATAC, Division Chief.

A. General. The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9185-E generally are adequate for TLA reimbursement given that TLA is not intended to cover 100% of the costs. However, these percentages, when applied to the locality per diem rate lodging ceiling, may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a forthcoming special event. Examples of one-time special events that may warrant a TLA-Special include:

1. Natural or man-made disasters (including the disaster aftermath),
2. Summit meeting,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

TLA's purpose is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and is not intended, and must not be allowed to be used, for a member's personal enrichment.

B. Requirements. ***Commands must send requests before the fact (i.e., before the days on which the higher rate is needed)*** and must include the event dates (the dates for which a TLA-Special is required), hotel prices before and anticipated during the event stated in U.S. currency from at least 5 to 7 different hotels located in the affected area, the number of authorized travelers and dependents' ages, locations affected, recommended lodging amount(s), and documentation indicating the forthcoming special event occurrence. (47 Comp. Gen. 129 (1967) & B-161396, 3 May 1976)

C. Submission Process. Three submission options are available to member's command to request TLA-Special authorization in advance of the requested dates.

*1. Email: From the command by email to ***tla.specials@dtmo.pentagon.mil***

*2. Fax: COML: (703) 696-7890, DSN: (312) 426-2945

*3. Mail:

ATTN: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

D. Limitations. TLA-Special cannot be approved after the days on which the higher TLA rate is needed have passed regardless of the circumstances. ***No action is taken on a TLA-Special request received after the dates for which the TLA-Special rate is needed.***

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA-Special. See par. U9150, ***NOTE 1***.

2. TLA-Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port awaiting arrival of the ship to which assigned. See par. U9160-C2. TLA-Special may be authorized for the accompanying dependents if authorized by the PDTATAC Division Chief.

3. TLA-Special is terminated the day after the date a member voluntary refuses adequate GOV'T QTRS for personal convenience or reasons (e.g., building or purchasing a home).

E. TLA Examples. The percentages (see par. U9185-E, Step 1) for the M&IE portion of TLA remain at the locality per diem level in all the examples.

NOTE: Locality per diem rates used in the examples may not be the rates currently in effect and are for illustration purposes only.

TLA-SPECIAL EXAMPLE 1

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary QTRS 1-20 September before moving into a permanent dwelling 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

*The lodging expense is $650 per night for 1-5 September and $300 per night for 6-20 September. The locality per diem rate is $269 ($186/ $83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER ***PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September.***	
1. Determine maximum rates (given percent x locality rate). M&IE (150% is the 'normal' summary percentage for the four people) Lodging (this is 150% + 75% + 75% + 75%)	 150% x $83 = $124.50 375% x $186 = $697.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount, $650.00 vs. $697.50.	$650.00
3. Add thee Step 1 M&IE to the selected Step 2 lodging amount, $124.50 + $650 = $774.50. Pay $774.50/day.	$774.50/day x 5 days = $3,872.50
TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 150% x $83 = $124.50 150% x $186 = $279.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $300.00 vs. $279.00.	$279.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $124.50 + $279.00 = $403.50. Pay $403.50/day.	$403.50/day x 15 days = $6,052.50

TLA-SPECIAL EXAMPLE 2

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. The member uses 2 temporary commercial lodging rooms to accommodate the family size.

*The commercial lodging rate is $200/night (including tax) for each room which does not contain facilities for preparing and consuming meals. The locality per diem rate is $269 ($186/ $83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL COMPUTATION WHEN MULTIPLE ROOMS ARE USED ***PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.***	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 160% x $83 = $132.80 375% x $186 = $622.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $400.00 vs. $622.50.	$400.00
3. Add Step M&IE to selected Step 2 lodging amount, $132.80 + 400.00 = $532.80. Pay $532.80/day.	$532.80/day x 5 days = $2,664.00

TLA-SPECIAL EXAMPLE 3

A member married to member couple, each under a PCS authorization/order to the same OCONUS PDS, asks the receiving command(s) to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

The commercial lodging rate is $200/night (including tax) which does not contain facilities for preparing and consuming meals. Each member's lodging cost is $100.00, half the room rate. The locality per diem rate is $180 ($125/ $55).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL COMPUTATION FOR A MEMBER MARRIED TO MEMBER COUPLE W/O DEPENDENTS SHARING TEMPORARY LODGING FACILITIES ***PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of $100.00 because a member w/o dependent is limited to 65% of the lodging.***		
	MEMBER 1	**MEMBER 2**
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 65% x $55 = $35.75 65% x $100 = $65.00	 65% x $55 = $35.75 65% x $100 = $65.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount for each member of $65.00 vs. $100.00.	$65.00	$65.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $35.75 + $65.00 = $100.75. Pay $100.75/day.	$100.75/day x 5 days = $503.75	$100.75/day x 5 days = $503.75

TLA-SPECIAL EXAMPLE 4

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA-Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

*The temporary commercial lodging rate is $225.00/night (including tax) which does not contain facilities for preparing and consuming meals. The locality per diem rate is $270 ($195/ $75).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-Special lodging per diem reimbursement is limited to $146.25/night for five days based on 65% of the temporary ceiling lodging rate of $225.00.

TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT	
PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of $177.00 because a member w/o dependent is limited to 65% of the lodging.	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 65% x $75 = $48.75 65% x $225 = $146.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $225.00 vs. $146.25.	$146.25
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $48.75 + $146.25 = $195.00. Pay $195.00/day.	$195/day x 5 days = $975.00

A: GENERAL INFORMATION

U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or

2. Federal civilian employees, including dependents, authorized a living QTRS allowance or COLA (in non-foreign OCONUS locations); and/or

3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130E), 2 Navy Annex, Washington, DC 20350-2000;

3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

4. Air Force - Through appropriate command channels to: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. GOV'T QTRS. GOV'T QTRS include:

1. U.S. GOV'T owned or leased sleeping accommodations or family-type housing;

2. Lodgings or other QTRS obtained by U.S. GOV'T contract;

3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;

4. Sleeping or housing facilities furnished by a foreign government on the GOV'T's behalf;

5. QTRS in a state-owned National Guard camp.

For BAH, GOV'T QTRS do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. GOV'T housing that has been privatized is, by definition (see APP A), no longer GOV'T housing.

2. The Service Secretary determines which privatized housing is suitable for use as military family housing.

3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to GOV'T QTRS.

4. See par. U10010-C for Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH). See pars. U10004 and U10006.;

2. Overseas Housing Allowance (OHA). See pars. U10020 – U10032.;

3. Family Separation Housing (FSH). See par. U10016.;

4. Basic Allowance for Housing Differential (BAH-Diff). See par. U10008.;

5. Partial Basic Allowance for Housing (Partial BAH). See par. U10010.;

6. Transit Rate (BAH-T). See par. U10012.; and

7. RC Rate (BAH-RC). See par. U10014.

U10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost-reimbursement based allowance. The authorization depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (see par. U10010) or BAH-Diff (see par. U10008), a housing allowance is not paid to a member assigned to adequate GOV'T QTRS. See Ch 10, Part D.

*B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH- Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a Military Housing Area (MHA) for all Uniformed Services' members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination-in an MHA takes effect with the pay raise each year.

*c. A Military Housing Area (MHA) is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

*c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K, Part I, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without-dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without-dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. GOV'T QTRS. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. See Part D for GOV'T QTRS.

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DOD Services, see Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority. See Part B for dependents.

E. Housing Allowance Start and Stop Dates. See Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA ***eligibility*** starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367. See APP K.

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authorization stops:

a. On the day the member's OHA lease terminates, or

b. On the day before the member departs in compliance with a PCS authorization/order, or

c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (see par. U10002-E3 below for exception), or

d. Upon assignment to GOV'T QTRS.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table U10A-1		
Rule	**If a member**	**then BAH or OHA at the with-dependent rate begins on the date /1**
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
3	occupies GOV'T QTRS with dependents and QTRS assignment is terminated or member and dependents physically depart PDS pursuant to a PCS authorization/order	of QTRS assignment termination or PCS departure date, unless dependents continue to occupy the QTRS. If definite QTRS assignment was not required, then BAH or OHA begins the date QTRS are vacated.
4	occupies GOV'T QTRS with dependents and the QTRS are declared inadequate	on which designation of inadequacy of QTRS is effective, if the member and dependents continue to occupy such QTRS.
5	acquires a dependent (marriage, birth, adoption, etc.) / **2**	dependent is acquired, if the member is not assigned GOV'T QTRS for member and dependent(s) on that date /**3**. See Table U10E-3.
6	acquires a dependent while in an unauthorized absence status	member is returned to a pay status after apprehension or surrender, if member is not assigned GOV'T QTRS for the member and dependents on that date /**4**.
7	claims dependent parent	determined /approved by authority shown in Table U10B-1 or U10B-2.
8	claims doubtful dependent	

***NOTES*:**

1. Payment of OHA requires a lease agreement or mortgage.

2. Includes dependent acquired while member is on authorized leave.

3. a. Applies to sole dependent of officer or enlisted member.

   b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.

   c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.

   d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

4. If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table U10A-2		
Rule	**If the sole dependent**	**then stop with-dependent housing allowance at midnight of the day**
1	dies	of death.
2	is divorced (note 1)	of the final decree of divorce /**1.**
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained /**2**.
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DODFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday.
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption /**3**.
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

***NOTES*:**

1. Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

2. Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

3. A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Office of Commissioned Corps Operations Attn: DEERS Determination.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table U10A-3		
Rule	**A**	**B**
	If a member	**then stop BAH or OHA at 2400 hours of the day**
1	is furnished GOV'T QTRS at the PDS, adequate for the member and dependents	before the day QTRS are assigned (or before the day occupancy begins, if definite assignment was not made) /**1**.
2	is furnished QTRS (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day QTRS are furnished.
3	and dependents occupy inadequate QTRS which are rehabilitated and designated as adequate QTRS	before the effective date of re-designation as adequate QTRS.
4	is absent without leave	See Table U10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

***NOTES*:**

1. When dependents are prevented from occupying the assigned QTRS because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

U10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authorization for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

U10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than GOV'T housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS authorization/order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. U10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. U10006-A. Service regulations must prescribe liquidation procedures for advances made under par. U10006-E.

U10008 BAH DIFFERENTIAL (BAH-DIFF)

*A. General. BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. Limitation on the BAH Amount Payable to a Member Authorized BAH Solely on the Basis of the Member's Payment of Child Support

1. If a member is assigned to single-type GOV'T QTRS or a housing facility under the jurisdiction of a

Uniformed Service and is authorized BAH solely by reason of the member's payment of adequate child support, the member is authorized only BAH-DIFF. A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.

2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of payment of child support, is authorized a with-dependent housing allowance (either BAH or OHA).

U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial at the rates provided at ***http:/perdiem.hqda.pentagon.mil/perdiem/***.

B. Conditions

1. A member without dependents assigned to single-type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.

2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single-type GOV'T QTRS and not authorized BAH or OHA.

4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single-type GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type GOV'T QTRS is not authorized BAH-Partial.

5. A member occupying single-type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family-type GOV'T QTRS.

7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single-type GOV'T QTRS, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned QTRS in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain QTRS therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single-type GOV'T QTRS between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. Effective 20 April 1999, a member without dependents is not authorized BAH-Partial when assigned to GOV'T single-type QTRS (including GOV'T-leased QTRS) that exceed the minimum standards of single QTRS for the member's grade.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as GOV'T QTRS for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

2. Hampton Roads, Virginia area which includes both the Hampton/Newport News and the Norfolk/ Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing Unaccompanied Housing and 74% for occupancy of new construction privatized housing (two-bedroom, two-bath market style).

U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route. See par. U10416.

U10014 RESERVE COMPONENT RATE (BAH-RC)

RC BAH rates are established by the SECDEF and are determined and set forth in par. U10002-B1. The RC BAH Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days. See par. U10428.

U10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (see par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted. See pars. U5222-N and U10406.

U10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President or at an INSTALLATION experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or zip code within a County Cost Group approved on or after 31 May 2006. ***This authority expires 31 December 2009.***

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster or sudden increase of military personnel assigned to an INSTALLATION. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the earlier of the approval date of the MHA for an increased rate or the date of the member's expenses certification, provided the member's certification does not predate the implementation effective date.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. There is no rate protection of temporary increased rates. The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.

2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.

3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. ***No Locations at this Time***

U10020 OHA - GENERAL

NOTES:

1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

4. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. See APP M, Part III for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10026 and APP N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and 'MALT-Plus'. OHA is not payable on the arrival day when 'MALT-Plus' per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see APP K.

U10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.

2. See par. U10022-C for a member-owned dwelling place.

3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***

5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is

authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (see par. U10026 and APP N for specific rules) receives a full rather than prorated allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.***

c. To determine the monthly OHA rental equivalency when adding a loan described in par. U10022-C2a, add the loan amount to the original mortgage amount, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' ***starts from the loan start date***.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130E), 2 Navy Annex, Washington, DC 20350-2000;

(3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force - Through appropriate command channels to: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

(5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

(6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

(7) U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is $0. In this case, the member is authorized to receive the utility/recurring maintenance allowance.

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member-owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is $300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is $2,500. $1,000 (40% of $2,500) may be claimed for OHA. Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

*D. Maximum Rental Allowance. Use the Overseas Housing Allowance Query to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

*1. The utility/recurring maintenance allowance for each OHA locality is found in the OHA locality tables and is based on member (with-dependent) reported expenses of members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of the members assigned to an area,

3. Is paid to sharers (see par. U10000-A) on a pro rated amount of the net allowance,

4. Is paid to a member 'without dependent' (who ***is not*** a sharer) at 75 percent of the 'with-dependent' rate, and

5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/ recurring maintenance allowance in par. U10024-A above.

2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.

3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality ***climate code*** and the ***utility point score*** determine the utility/ recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

*a. Climate Codes. Locality climate codes are indicated on each OHA locality table. The three climate codes include:

(1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,

(2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points See APP K OHA Locality Tables			
	3	**2**	**1**
	Hot	**Moderate**	**Cold**
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total ***utility point score*** use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

U10026 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to a member occupying GOV'T or GOV'T leased housing. MIHA does not cover move-out costs. In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in APP N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in APP N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.

2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a GOV'T-funded

local move occurs and the member occupies another dwelling covered by OHA.

3. There is no MIHA when:

a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is GOV'T funded;

b. a member complies with a PCS authorization/order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or

c. a member moves from GOV'T QTRS to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:

*a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K, Part III to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. ***Only one payment is authorized at a PDS unless par. U10026-B2 applies***.

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. ***Expenses deferred until lease termination are not MIHA/Rent.*** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See APP N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See APP N, pars. C and D.

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of $75 or more.

U10028 OHA ADVANCE PAYMENT

See App K, Part 2 for detailed information on areas with rental advance protection under OHA.

A. Authorization

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (see par. U10028-A3), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. ***Personal preference is not grounds for authorizing advance rent payment.*** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS authorization/order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC in Part IV, APP K. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. law,

b. local custom for everyone, including local nationals, or

c. economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to:

*Per Diem, Travel and Transportation Allowance Committee
ATTN: Division Chief
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

NOTE: Once a location is authorized by PDTATAC and listed in APP K, Part IV as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or

2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of $500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rental allowance in effect at the time of the advance, or

2. any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U10030 OHA COMPUTATION DATA

*OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC.

U10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or GOV'T owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

PART B: DEPENDENCY

U10100 DETERMINATIONS AND FRAUDULENT CLAIMS

A. Determinations. All determinations of dependency and relationships are made by:

1. Service Secretary or designee for primary dependents (the designee may re-delegate) or

   a. Army and Air Force determinations are made by the offices in Table U10B-1.

   b. Navy and Marine Corps determinations are made by the offices in Table U10B-2.

2. Defense Finance and Accounting Service (DFAS) for secondary dependents and doubtful primary dependents for Army, Navy and Air Force, or

   a. CMC-MRP-1 for Marines,

   b. according to Service regulations for non-DOD Services.

In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table U10B-1 or U10B-2.

B. Dependency Approval. Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. See individual Service regulations for procedures.

C. Dependents' Status Certification. Upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary Concerned indicating the status of each dependent to support a housing allowance on the dependents' behalf. If a member fails to provide the certification in a timely manner, the housing allowance on dependents' behalf is stopped at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without-dependent rate is paid unless the member is not authorized to that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member's commander certifies that the failure to recertify timely was for reasons beyond the member's control.

D. RC Member. After initial certification, an RC member must recertify dependency status at least every third year from the previous certification or upon a dependency status change.

E. Dependency Re-determinations. Annual re-determination of dependency is required for a member who claims a housing allowance for:

1. Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis,

2. Students 21 and 22 years of age,

3. Incapacitated children over age 21, or

4. Ward of a court.

F. Fraudulent Claims. Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it may include a punitive separation, total forfeitures, and confinement.

U10102 DEPENDENTS

A. Lawful Spouse and Legitimate, Unmarried, Minor Children. A member's lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes except under the situations in par. U10102-B below and in pars. U10106 and U10202.

B. No Authorization on Behalf of Dependents. A member is not authorized a housing allowance for:

1. A minor child who is entitled to basic pay as a member on active duty in a Uniformed Service. This includes a minor child attending one of the Military Service academies at which QTRS are furnished by the U.S.

2. A spouse who is on active duty in a U.S. Uniformed Service and entitled to basic pay and allowances. See Ch 10, Part C, and Table U10C-1 for a guide to housing allowances when both spouses are in the Military Service and entitled to basic pay and allowances.

3. A dependent for whom the member has been absolved of the requirement to provide support; for example, desertion without cause.

4. A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.

5. A former spouse to whom the member is paying alimony.

6. A dependent who occupies GOV'T QTRS as a permanent residence without payment of a rental charge. See par. U10126 for exception.

C. Dependent Spouse in Foreign Service. A member is authorized a housing allowance for a spouse in military service of a GOV'T other than the U.S. This applies even though the spouse is furnished QTRS or paid a monetary allowance in lieu of QTRS by that government.

U10104 MEMBER'S MARRIAGE STATUS DETERMINATION

A. Determination. Any case in which the validity of a member's marriage is questioned is a case of doubtful relationship.

B. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a marriage is not dissolved until a specified period has elapsed after a divorce decree is granted. Remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.

C. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction which recognizes common-law marriages and has no statute or judicial determination prohibiting proxy marriages.

D. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction in which the marriage was performed.

E. Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are valid if they are contracted IAW state law.

F. Foreign Nation Divorce. A foreign nation divorce may or may not be recognized as valid in the U.S. depending on several factors. These factors include place(s) of residence of the parties involved, whether they appeared in person to obtain the divorce, and applicable state laws. Any claim involving remarriage of a member following a foreign nation divorce and any claim by or on behalf of the spouse from whom the member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a member's marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

G. Purported Marriage

1. Void Marriage. If a member's marriage is void (because of a pre-existing marriage of the spouse, for example) the member has no lawful spouse and is not authorized a housing allowance at the with-dependent rate as a result of the purported marriage. When marriage invalidity is discovered, no further housing allowance payments at the with-dependent rate may be made for any period. See Table U10A-2, rule 4. The member may retain payments already received if they are validated under DODFMR, Volume 7A, Chapter 50, section 5006 for DOD Services or Service Directives for non-DOD Services. When validity of a marriage is questionable, submit the case to the office shown in par. U10104-G3 for a determination on the marriage validity and, if necessary, validation of payments already made.

2. Annulled Marriage. If a member's marriage is annulled by court decree, no further housing allowance payments may be made for any period. See Table U10A-2, rule 3. The member may retain payments received before the effective date of the decree. Since validation under DODFMR, Volume 7a, section 5005 for DOD Services or Service Directives for non-DOD Services is required for retention of such payments in some annulment cases (based on legal factors), submit all annulment cases to the office shown in par. U10014-G3 for review and, if necessary, validation of payments made.

3. Determination and Validations. Submit requests for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army:
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855

b. Navy:
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055

c. Air Force:
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000

d. Marine Corps:
Commandant of the Marine Corps (MRP-1)
3280 Russell Road
Quantico, VA 22134-5143

e. Coast Guard:
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591

f. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
Attention: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

H. Child of Legally Invalid Marriage. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

U10106 DEPENDENT SUPPORT

A. Proof of Support. The statutory purpose of a housing allowance on behalf of a dependent is to at least partially reimburse a member for the expense of providing private QTRS for the dependents when GOV'T QTRS are not furnished, and not to pay a housing allowance for a dependent as a bonus merely for the technical status of being married or a parent. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a member is generally not required. However, when evidence (e.g., special investigation reports; record reviews; fraud, waste and abuse complaints; sworn testimony of individuals; statement by member) or complaints from dependents of nonsupport or inadequate support are received, proof of adequate support as stated in par. U10106-E is required.

B. Nonsupport. A member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent's behalf. Recoup for nonsupport or inadequate support periods. Unless a nonsupport or inadequate support period was caused by Service mission requirements (e.g., remote assignment, deployed, limited access to administrative support and/or financial networks, etc.), or outside agencies' actions (such as financial institutions, postal service, etc.) over which the member has no control, as determined by Service regulations, the subsequent arrears support payment does not authorize a member a housing allowance for the dependent for the nonsupport or inadequate support period. If a member is not authorized a housing allowance for dependents under par. U10106-C, U10106-D, U10106-E, U10106-F, U10106-G, U10106-H, or U10106-I, consider authorization for without-dependents or BAH-Partial par. U10400, U10428 or U10010. ***NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance.***

C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the member of dependent support responsibility does not of itself affect a member's housing allowance authorization. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or of the dependent's domicile. The member is authorized a housing allowance on behalf of a dependent if the member contributes to the dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

1. When a member is divorced from a nonmember, and they share joint legal custody of a child, and the ex-spouse is awarded primary physical custody, then the member is a non-custodial parent for housing allowance purposes. If the member's court-ordered child support is less than the applicable BAH-DIFF rate, and the member is not residing in, or assigned to, GOV'T QTRS, the member is only authorized a housing allowance at the without-dependents rate. However, a member who pays additional support to the ex-spouse having primary custody of the child(ren) so that the total child support provided is equal to or more than the BAH-DIFF rate, and who is not assigned to GOV'T QTRS, is authorized a housing allowance at the with-dependents rate.

2. When a member has temporary custody of a child and they reside in private QTRS, then the cost of maintaining a residence is not a factor in determining authorization for the with-dependents housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the member on a non-temporary basis (e.g., for a period of more than 90 consecutive days) for the member to qualify for the with-dependents housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the child support amount to qualify for the increased allowances.

*E. Adequate Support. If the support requirements are not established by court order or legal separation agreement, a member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service Concerned policy as to what constitutes adequate support in the absence of a legal separation agreement or court order.

F. Increase in Support Required by Increase in BAH-DIFF Rates. Whenever there is an increase in BAH-DIFF rates, the minimum required support for housing allowance purposes increases to the new rate. A member receiving a housing allowance on behalf of a dependent must increase the amount of support, when applicable, within 60 days of the increase to continue receiving the housing allowance on the dependent's behalf.

G. Settlement Agreement

1. Property settlements made under a court order or written agreement are not support for housing allowance purposes.

2. Payments made under a settlement in place of support are support for the period expressly provided in the written agreement or court order.

3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover the dependent's support.

H. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the spouse, the member is not authorized a housing allowance for the spouse after the date of the decree unless proof of support is furnished.

I. Doubtful Cases. Submit any doubtful cases involving support for determination to the offices listed in par. U10104-G3.

U10108 SECONDARY DEPENDENTS

An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 (fulltime in college), requires an in fact dependency IAW Service regulations. The child must be dependent upon the member for over one-half of the child's support. This means:

1. The child's income, not counting the member's contributions, must be less than one-half of the child's living expenses, and

2. The member's contribution must be more than one-half of the child's monthly living expenses.

U10110 DEPENDENT CHILD ADOPTED BY A THIRD PARTY

A member is not authorized a housing allowance for a child after the child is adopted by a third party and final adoption order or decree has been entered. Authorization for a housing allowance continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and the member, and the member supports the child.

U10112 DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION

A. Housing Allowance Payable. Confinement of a member's spouse or unmarried minor child in a penal or correctional institution does not affect member's authorization for a housing allowance on the dependent's behalf, unless:

1. The member refuses to support the dependent.

2. The member has been absolved from supporting the dependent.

3. The period of confinement may extend beyond 5 years.

4. The case is otherwise doubtful.

B. Doubtful Cases. Submit cases involving a sentence extending beyond 5 years, and doubtful cases to the addresses shown in par. U10104-G3. Do not pay a housing allowance on behalf of the dependent pending decision.

U10114 DEPENDENT PARENT

A. Determination Basis. A parent's dependency is determined based on an affidavit submitted by the parent, and any other evidence required under applicable regulations. The applicable authority in par. U10104-G3 makes the dependency determination. A legal guardian may complete the form for a mentally incompetent parent.

B. Dependency Requirement. A member is authorized a housing allowance on behalf of a parent if the parent is dependent upon the member for over one-half of their support. This means:

1. The parents' income, not counting the member's contribution, must be less than one-half of their monthly living expenses, and

2. The member's contribution must be more than one-half of the parent's monthly living expenses.

C. Change in Dependent Status. A member is authorized a housing allowance for any active duty period during which the parent dependency is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises due to changed circumstances, and the facts show the member has started to contribute over one-half of the parents' support, a housing allowance is authorized from the date the contribution began.

D. Stepparent. A stepparent/stepchild relationship ends upon divorce from the blood parent, but not necessarily upon the blood parent's death. A housing allowance for a stepparent may be established after the blood parent's death.

U10116 DEPENDENCY DETERMINATION FACTORS FOR PARENTS

A. Family Unit Rule. In determining a parent's dependency, the total income and expenses of the family unit of which the parent is a member must be considered. Ordinarily, the member's contribution to the expenses of the unit must exceed one-half of the unit's total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother's individual needs.

B. Equity and Good Conscience. When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.

C. Charity. Contributions made to parents by charitable organizations are counted as part of the parent's income.

D. Charitable Institution. A parent's residence in a charitable institution, public or private, is not a bar to authorization if the member claims a housing allowance for the parent and other authorization conditions are met.

E. Social Security, Unemployment Compensation, and Pensions. Payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies, are counted as part of the parent's income. Pensions received by the parent are also considered income.

F. Capital Assets. Unliquidated capital assets are not income, and parents are not required to deplete their capital assets to establish dependency on a member for housing allowance purposes. However, proceeds derived from the liquidation of capital assets are income. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent's current living expenses, and are therefore, income.

G. Rate of Return Rule. In determining dependency of parents who possess uninvested capital, compute the income return on the basis of 5.25 percent per annum.

U10118 ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)

A. General. Adopted children, illegitimate children, and stepchild(ren) are primary dependents. As a result, dependency is no longer required for these dependents.

B. Proof of Parentage. A member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock (parents are not married to each other at the time of the child's birth) must provide proof of parentage as follows:

1. For an adopted child, document showing the member is the child's legal parent.

2. For a stepchild, a marriage license showing the member is married to the child's legal parent and documentation showing that the member's spouse is the child's parent.

3. For a child born out of wedlock, a birth certificate with the member's name cited is required. If the member's name is not stated on the birth certificate, or a court-order, obtain a signed statement of parentage from the member. If the illegitimate child(ren) is (are) not in the custody of the member parent, the case is treated IAW the rules for BAH-DIFF. The same rules apply when applicable to a member-mother not having custody, see par. U10008.

C. Support Requirements. The member-parent may claim a dependent child(ren), adopted child(ren), illegitimate child(ren), and stepchild(ren) for housing allowance purposes. Proof of dependent support is ordinarily not required. The provisions of U10106-A are applied. The member is authorized a housing allowance if the member contributes to the dependent(s)' support and that support is not less than the applicable BAH-DIFF. This includes a member authorized BAH-DIFF and a member assigned to single type QTRS when the child(ren) is/are in the physical custody of another person.

U10120 CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER

A. Child in GOV'T QTRS. When a member's child resides in GOV'T QTRS not assigned to the divorced member parent, that member is not authorized a housing allowance for the child.

B. Child Not in GOV'T QTRS. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

NOTE: See pars. U10206, U10120, U10122 and U10124 when former or estranged spouse is also a member.

U10122 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES

Par. U10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries and is assigned to or occupies GOV'T family QTRS. The member is not authorized a housing allowance for the child living with the former spouse. See par. U10208 when upon remarriage, the member marries a member.

U10124 CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY QTRS

When the member parent having custody of the child(ren) is assigned to, or occupies, adequate family-type QTRS with the child(ren) while receiving child support, the member parent paying child support is not authorized a housing allowance for the child(ren).

U10126 CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY QTRS VISITS MEMBER

When a child(ren) who normally reside(s) in GOV'T family QTRS with a member's former or estranged spouse (custodial parent) visits the member in private QTRS for more than 90 days, the visit is considered non-temporary and the member is authorized a housing allowance for the child(ren) from the first day of the visit. If the visit is 90 days or less, a housing allowance for the child(ren) is not payable for any part of the visit.

WHO DETERMINES HOUSING ALLOWANCE DEPENDENCY RELATIONSHIP FOR ARMY AND AIR FORCE MEMBERS

Table U10B-1

RULE	A	B	C	D	E	F	G	H	I	J
								then		
								determination is made by		a claim must be submitted through channels for determination, or submission to DOHA for decision
	If the dep claimed is	**and marriage is**	**and is under age 21**	**and is**	**and certified court adoption papers are**	**and the child has income from source other than member**	**and is incapable of self support**	**Army disbursing officer or de-signee**	**USAF FSO or de-signee**	
1	spouse	lawful						X /**7**	X	
2		legally questionable /**1**							X /**8**	X
3	child unmarried		yes	legitimate, or legitimated by marriage of blood parents				X /**3, 7**	X /**3**	
4				Adopted/**2**	available /**3**	no				
5						yes			X /**3, 8**	X /**6**
6					not available /**4**				X /**3, 8**	
7				Stepchild/**3,7**		no		X /**3, 8**	X /**3**	
8						yes			X /**3, 8**	X /**5**
9			yes	illegitimate child of member or legitimated by affidavit or court order					X /**8**	X
10			no				yes/**2**			
11	child, married	terminated by divorce, annulment, or death of spouse	yes						X /**8**	X
12	parent, including in loco parentis /**2**									

NOTES:

1. Includes common law spouse; those married by proxy or telephone or within a prohibited period following divorce, or a divorce granted by a foreign country; and purported marriages.
2. Must be in fact dependent on Service member for substantial portion of support.
3. Applies also if the child is in custody of someone other than Service member (divorced spouse, parent, etc.).
4. If this is interlocutory decree of adoption, case must be submitted to DFAS-IN or DFAS-DE for determination.
5. In case of an Army member, the claim must be sent to DFAS-IN only when determination cannot be made by disbursing officer under AR 37-104-3, Chapter 2, Part 3 or is not covered by note 8.
6. This includes an illegitimate child of the spouse, when the member is not the blood parent. See par. U10118.
7. In the case of an Army RC member, the initial determination for dependents listed in rules 1, 3, 4, and 7 can be made by the RC unit commander or servicing Military Personnel Officer.
8. Claim is sent to DFAS-PMJPD/DE as prescribed in DFAS-DEM 7073-1, Chapter 26.

WHO DETERMINES DEPENDENCY RELATIONSHIP FOR NAVY AND MARINE CORPS MEMBERS

Table U10B-2

RULE	A	B	C				D	E	F				
			and member is a						then determination is made by				
	If the dependent claimed is	and	USN officer	USMC Officer	USN enlisted member	USMC enlisted mbrs	and	and	DFAS Cleveland	USMC Commandant	Commanding Officer of a battalion squadron/separate detached command	Disbursing Officer	Claim must be submitted through channels for determination or submission to DOHA for decision/2.
1	any person who can qualify as a dependent				X				X				
2	a spouse	marriage is unquestionably legal	X									X	
3				X		X	neither member has been previously married	marriage contracted with various states/ territories by legal/civil/ religious ceremony			X /1		
4		marriage is of doubtful legality (see par. U10104)				X				X			
5			X	X									X
6	unmarried legitimate child	child is under age 21	X									X /2	
7				X							X /2		
8							dep child is of present or former spouse/3				X /4		
9	a combination of any of the deps in rules 2 - 8	child is under age 21				X					X /4		
10	an unmarried child	child is age 21 or older	X	X									X
11						X				X			
12	an unmarried stepchild or adopted child	child's dependency relationship is not doubtful	X		X							X	
13				X							X		
14						X					X		
15			X		X				X				
16				X		X				X			
17	an unmarried illegitimate child		X		X				X				
18						X				X		X	
19				X							X		
20	a parent (incl in loco parentis)		X		X				X				
21				X		X				X			

***NOTES*:**

1. This same rule applies when either member or spouse has been previously married, if the previous marriage was dissolved by death, final decree or divorce, or by annulment (not prohibiting remarriage).
2. Submit doubtful cases through channels to the DOHA.
3. The child's birth date must be after the date of the marriage concerned.
4. Submit questionable cases to the Commandant of the Marine Corps.

SECTION 9: MEMBER IN TRANSIT

U10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. ***The new PDS or***

2. ***A location near, but outside the limits of, the new PDS and per diem stops IAW par. U5120-D***

BAH for the new PDS begins the day of arrival in a "TDY" status at the new PDS in par. U10416-A1 or the day per diem stops in the case of par. U10416-A2.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH as of the GOV'T QTRS termination date). See Tables U10E-12, U10E-16 and U10E-17 for further guidance.

*C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession. BAH-T applies to a member without dependent in the accession pipeline, to include an RC member undergoing initial training, when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS (for an RC member until completion of entry-level training, or attendance at a technical training location for 20 or more weeks). Once a member arrives at a PDS (including a location for training of 20 or more weeks) the member is no longer in the accession pipeline. A member in the accession pipeline includes a:

NOTE: A Service academy and ROTC graduate without a dependent, who remains at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned GOV'T QTRS, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

1. Member who is undergoing initial entry training, to include an RC member;

2. Student (includes ROTC and OCS) without prior Military Service; See ***NOTE*** above.

3. Service academy graduate upon graduation, until arrival at the first PDS. See ***NOTE*** above.

For BAH only, the initial entry-training site is defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH since GOV'T QTRS are assigned. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence. The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH on GOV'T QTRS termination date provided the member is still on active duty). See Table U10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating GOV'T QTRS or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. U10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/ separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT

Table U10E-12			
RULE	**If the member**	**and**	**then (*NOTES 1 and 2*)**
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authorization begins on the day the member reports to the new PDS.
2		from a PDS outside the CONUS	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authorization begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because GOV'T QTRS were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates GOV'T QTRS and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.

Table U10E-12			
RULE	**If the member**	**and**	**then (*NOTES 1 and 2*)**
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned GOV'T QTRS	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. See rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
13	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

NOTES:

1. The member is not authorized BAH/OHA if assigned GOV'T QTRS adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of QTRS termination, if applicable.

2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

SECTION 13: RESERVE COMPONENTS

U10428 RESERVE COMPONENTS

A. Order Duration

*1. Active Duty Tour Begins before 6 January 2006. An RC member called/ordered to active duty for 139 or fewer days is authorized the RC rate (BAH-RC) for the active duty period, ***except for contingency operations as provided in par. U10428-B***. A member called/ordered to active duty for 140 or more days is authorized BAH/OHA. However, if an RC member is initially on a tour of 139 or fewer days and receives an order modification or assignment extension:

a. Before 6 January 2006 and the prospective (new) period of active duty is 140 or more days then BAH/OHA would start on the modification date.

b. On or after 6 January 2006 and the prospective (new) active duty period is 31 or more days then BAH/OHA would start on the modification date.

Do not add periods of active duty previously served to obtain the 140/31 day requirement. See Tables U10E-16 and U10E-17 and par. U10428-D.

*2. Active Duty Tour Begins 6 January 2006 or Later. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. U10428-B. Effective 6 January 2006, a member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an authorization/order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. ***Do not add periods of active duty previously served to obtain the more than 30-day requirement.*** See Tables U10E-16 and U10E-17 and par. U10428-D.

NOTE: See par. U10416-D for the rate for a member in accession pipeline travel.

B. Contingency Operations. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS authorization/order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS authorization/order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ordered to active duty.

C. Member Married to Member. Unless par. U10428-B above applies, an RC member married to another member on active duty, without dependents, not assigned to GOV'T QTRS, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

D. Location Rate – Called to Active Duty/ADT on/after 6 January 2006

1. Called/Ordered to Active Duty for More Than 30 Days on/after 6 January 2006. An RC member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. Except as provided in par. U10428-D2 the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation because duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. U2146-B, the member continues to receive BAH/OHA based on the member's primary residence (at the time called/ordered to active duty).

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-D2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

(1) At one or more locations outside the local commuting distance of the member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

(2) At a location other than the member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. U7150-A4b(3), or

(3) At a location to which the member commutes from the member's primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part D, continues to receive primary residence-based BAH/OHA.

HHG transportation under a TDY authorization/order IAW Chapter 4, Part H, does not affect this housing allowance authority. See par. U10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

E. Location Rate – Called to Active Duty/ADT Before 6 January 2006

1. Called/Ordered to Active Duty for 139 or Fewer Days Before 6 January 2006. An RC member called/ordered to active duty (for other than a contingency) for 139 or fewer days is authorized BAH-RC beginning on the first active duty day and the rate continues for the tour duration unless the duty is in support of a contingency operation (see par. U10428-E3) or an extension changes the rate (see par. U10428-A1).

2. Called/Ordered to Active Duty for 140 or More Days Before 6 January 2006. An RC member, called/ordered to active duty (for other than a contingency) for 140 or more days, is authorized BAH/OHA for the location from which called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location-BAH/OHA begins on the day the member reports at the duty location. A member called/ordered to ADT, for 140 or more days at one location, is authorized BAH/OHA in the same manner as a member already on active duty. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or an RC of any of the Uniformed Services on active duty for training was the place at which the training duty is performed.

b. Called/Ordered to Active-Duty-for-Other-Than-Training for 140 or More Days but Fewer Than 181 Days and Not Authorized PCS HHG Transportation. Except as provided in par. U10428-E2c, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. Before 6 January 2006, the PDS for BAH purposes for an RC member ordered to active duty (other than training and for whom no PCS order was issued) was the member's monthly drill/training location. The PDS for an RC member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby RC member, a retired RC member, and an IRR) was the place from which called/ordered to active duty.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-E2d, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized PCS HHG Transportation. Except when PCS HHG transportation is authorized, an RC member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's primary residence (at the time called/ordered to active duty) receives BAH/OHA as prescribed in par. U10428-E2b.

HHG transportation under a TDY order IAW Ch 4, Part H, does not affect this authorization. BAH/OHA authorization begins on the day the member is authorized a housing allowance.

3. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the duty location rate would apply on the day the member reports to the PDS. A member without dependents on duty in support of a contingency is authorized primary residence-based BAH/OHA if the member continues to pay rent or owns a residence at the primary place of residence even if the member is assigned or occupies GOV'T QTRS suitable and adequate for the member's grade at the duty location provided a PCS authorization/order has not been issued.

F. Decision Logic Tables

RESERVE COMPONENT MEMBER
Called/Ordered to AD/ADT on or after 6 January 2006

Table U10E-16

RULE	If member is (*NOTES 1* and *2*)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (*NOTE 3*)
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS (*NOTE 4*).
4		Yes	Yes	Start primary residence-based BAH/OHA at the time called/ ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS (*NOTE 4*).
5		No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day.
6		No	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
7	Called/Ordered to Active Duty for 30 or fewer Days	No	No	Start BAH-RC beginning on first active duty day.
8		No	Yes	Start primary residence-based BAH/OHA at time called/ ordered to active duty beginning on first active duty day.
9	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DODD 1241.1 (*NOTE 5*)			Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay (*NOTE 6*).

NOTES:

1. A DOD retired member ordered to active duty is authorized the same housing allowances as an R C member.

2. If the RC member receives an authorization/order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.

3. A lease agreement or mortgage is required before OHA payment.

4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) GOV'T QTRS at the PDS.

5. The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:

a. Active duty;

b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

6. BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. See 37 USC §204(g) and (h), DODD 1241.1 and DODI 1241.2 for offsets.

RESERVE COMPONENT MEMBER
Called/Ordered to AD/ADT before 6 January 2006

Table U10E-17

RULE	If member is (*NOTES 1 and 2*)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Member Assigned Single GOV'T QTRS at the Duty Location	Then (*NOTES 3, 4 and 5*)
1	Called/Ordered to Active Duty for Fewer Than 140 Days before 6 January 2006	No	No	Yes	No Housing Allowances for member without dependents – other than Partial BAH except BAH-RC beginning on first active duty day through day before arrival at duty location.
2					BAH-RC for member with dependents beginning on first active duty day.
3		No	Yes		Primary residence-based BAH/OHA at time called/ ordered to active duty for member with dependent beginning on first active duty day. l Primary residence-based BAH/OHA at time called/ordered to active duty for member without dependent if the member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments.
4		No	No	No	BAH-RC beginning on first active duty day.
5	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days before 6 January 2006	Yes	No	No	Primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at duty location. PDS location-based BAH/OHA begins on the day member reports to duty location.
6				Yes	No Housing Allowances for member without dependent– other than Partial BAH except BAH/OHA based on the primary residence at the time called/ ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.

Table U10E-17					
RULE	**If member is (*NOTES 1 and 2*)**	**PCS HHG Transport Authorized**	**Duty in Support of Contingency Operation**	**Member Assigned Single GOV'T QTRS at the Duty Location**	**Then (*NOTES 3, 4 and 5*)**
7					Primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. PDS location-based BAH/OHA begins on the day member reports to duty location if QTRS are not adequate for dependents.
8		Yes	Yes	Yes	No Housing Allowances for member without dependent– other than Partial BAH except BAH/OHA based on the primary residence at the time called/ ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.
9	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	Yes	Yes	BAH/OHA based on the primary residence at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to duty location if QTRS are not adequate for dependents.
10		No	No	Yes	No Housing Allowances for member without dependents – other than Partial BAH except BAH/ OHA based on the primary residence at the time called/ordered to active duty beginning on first active duty day through day before arrival at duty location.
11					BAH/OHA based on the primary residence at the time called/ordered to active duty for member with dependents beginning on first active duty day beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if QTRS are not adequate for dependents.
12		No	Yes		BAH/OHA based on the primary residence at time called/ordered to active duty for member with dependents beginning on first active duty day. BAH/OHA based on the primary residence at the time called/ordered to active duty for member without dependents if member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments.
13		No	No	No	BAH/OHA based on the primary residence at the time called/ordered to active duty beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if QTRS are not adequate for dependents.

Table U10E-17					
RULE	**If member is (*NOTES 1 and 2*)**	**PCS HHG Transport Authorized**	**Duty in Support of Contingency Operation**	**Member Assigned Single GOV'T QTRS at the Duty Location**	**Then (*NOTES 3, 4 and 5*)**
14	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DODD 1241.1 (*NOTE 6*)	No	No	No	BAH/OHA based on the member's primary residence beginning on the date the member becomes entitled to incapacitation pay (*NOTE 7*).

NOTES:

1. A DOD retired member ordered to active duty is authorized the same housing allowances as an RC member.

2. An RC member who is called or ordered to active duty for more than 30 days and begins serving on active duty on or after 6 January 2006, to include a member whose service is extended on or after 6 January 2006, through an amended or modified authorization/order, and the member serves more than 30 days from the date the authorization/order is extended. Examples:

Example 1: Member lives in Dallas, receives an authorization/order dated 15 November 2005 to begin active duty on 3 January 2006 for 45 days at Atlanta – member is subject to the old rules and gets BAH-RC.

Example 2: The same member in example 2 receives an authorization/order extending the active duty period by 15 days. Extension authorization/order is dated 20 January 2006 – still subject to old rules through 19 January but changes to new rules on 20 January (BAH-RC through 19 January 2006, Dallas based BAH starting 20 January 2006.

Example 3: Member lives in Dallas, receives an authorization/order dated 15 November 2005 to begin active duty for 50 days on 8 January 2006 in Naples, Italy – the member is under the new rules since active duty begins on or after 6 January 2006, also using the policy of basing the housing allowance on the location at which housing expenses are borne (member's primary residence), the member receives Dallas BAH starting 8 January 2006.

3. OHA payment requires a lease agreement or mortgage.

4. A member whose only dependents are those for which the member is paying child support is authorized BAH-DIFF if assigned GOV'T QTRS at the duty location (see par. U10030) or BAH/OHA with-dependent rate if not assigned GOV'T QTRS.

5. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or an RC of any of the Uniformed Services on active duty for training was the training duty location. Before 6 January 2006, the PDS for BAH purposes for an RC member ordered to active duty for other than training and for whom no PCS authorization/order was issued was the member's monthly drill/training location. The PDS for an RC member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby RC member, a retired RC member and IRRR) is the place from which called/ordered to active duty.

6. The condition must be a result of an injury, illness, or disease incurred or aggravated in line of duty while performing:

a. Active duty;

b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

7. Authorization for a BAH/OHA rate for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. See 37 USC §204(g) and (h), DODD 1241.1 and DODI 1241.2 for offsets).

APPENDIX A

PART I: DEFINITIONS

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

ACADEMY, SERVICE. The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

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

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other 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/indes.htm***.

ACCOMMODATIONS, COMMON CARRIER.

1. First-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 service class, 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 economy/coach 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. Economy-/Coach-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 airfare 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:

1. A GOV'T-owned establishment;

2. An establishment treated as an apartment building by State or local law or regulation; or

3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTIVE DUTY. Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training a member of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

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

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2***.

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a Permanent Change of Station (PCS) authorization/order, but before member travel.

AGENCY.

A. Includes a/an:

1. Executive agency, as defined in 5 USC §101;

2. Military department;

3. Office, agency or other establishment in the legislative branch;

4. An office, agency or other establishment in the judicial branch; and

5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;

2. Member of Congress; or

3. Office or committee of either House of Congress or of the two Houses.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DOD and Service regulations). ***NOTE: Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements; i.e., operational support.***

APPROVED. The ratification or confirmation of an act already done.

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

ATTENDANT. An attendant:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member 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 member 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.

AUTHORIZED.

a. Permission given before an act.

b. 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 GTCC.

AUTOMOBILE MILEAGE RATES. ***See MILEAGE (ALLOWANCE).***

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point. GOV'T material may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

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 (UB). That part of a member'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's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: UB ICW permanent duty and COT/IPCOT travel 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, UB 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 member 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 ORDER***.

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

NOTE 2: A blanket/repeat TDY travel 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 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 (par. U4215). NOTE 3 does not apply to the Coast Guard.

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and economy-/coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and economy-/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 ***www.gsa.gov/citypair***. ***These airfares 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 ***www.gsa.gov/citypair*** **.**

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. ***See DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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.

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 GOV'T or commercial training facility.***

CONSECUTIVE OVERSEAS TOUR (COT). ***(Also see IN PLACE CONSECUTIVE OVERSEAS TOUR.)*** The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF 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 a Uniformed Services member 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 CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced airfares.

(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 the Defense Almanac***http://www.defenselink.mil/pubs/almanac/*** and/or the Department of Defense at the mil.com website ***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 AGENCIES (cont.): 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. Defined by 37 USC §401.

***NOTE*: Exception. For authorization purposes under JFTR:**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: ***(See exception NOTES above.)***

1. A member's spouse;

2. A member's unmarried child under age 21 (including an infant born after a PCS authorization/order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;

4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;

7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member'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 in which 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 in which 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 in which 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.

The following pertinent information is quoted from the DODFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case in which the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855

b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055

c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000

d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143

e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

f. Coast Guard
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
5600 Fisher Lane, Room 4-50
Rockville, MD 20857-0001

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***

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

DEPENDENT, COMMAND-SPONSORED. (Also see **DEPENDENT**) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See DODI 1315.18, par. E2.1.13.

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;

2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***;

3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;

5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DISCOUNT GOVERNMENT MEAL RATE. The daily rate prescribed for meals in a GOV'T dining facility/ mess after operating cost removal. See definition of "GOVERNMENT 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. Routes 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 routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATION. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of

   a. Appointment to regular Service from civilian life or an RC;

   b. Being called to active duty or active duty for training for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

   d. Enlistment or induction into the Service (regular or during emergency);

2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:

a. Retirement;

b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

c. Release from active duty;

d. discharge, resignation, or separation, all under honorable conditions; or

e. Temporary disability retirement.

EARLY RETURN OF DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS authorization/order.

EFFECTIVE DATE OF PCS ORDER. ***See PCS AUTHORIZATION/ORDER EFFECTIVE DATE.***

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 member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member between authorized locations, when:

a. Member travel is authorized by competent authority, and

b. The member is incapable of traveling alone, and

2. May be appointed by the member's commanding officer/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 title 41 of the 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 dining facility/mess or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate).***, or

2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.***

FIRST-CLASS. The best class of transportation and accommodations available -- See par. U3125-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-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and facilities 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.

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 Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. 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 (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A miscellaneous reimbursable expense charged by rental car companies for costs incurred unique to doing business with the 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-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. ***See GOVERNMENT TRAVEL CHARGE CARD.***

GOVERNMENT-CONTROLLED QUARTERS. Quarters, other than GOV'T or privatized QTRS. under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS) for which 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. ***NOTE: A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a GOV'T conveyance (52 Comp. Gen. 936 (1973)).***

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility/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 by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, 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 option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T 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 days or longer 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) provided for meals in a GOV'T dining facility/mess.

Effective 1 January 2009.

1. Discount GOV'T Meal Rate: $9.25 per day

2. Standard GOV'T Meal Rate: $10.80 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. ***See GOVERNMENT DINING FACILITY/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 GOV'T QTRS.

T. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodgings or other QTRS obtained by GOV'T contract;

3. QTRS 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/leased by the GOV'T whether occupied as a guest or as a principal; and

8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DOD Services. Adequacy standards for DOD Services are prescribed by the Office, SECDEF in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.

2. Non-DOD Services. See Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the. 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 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:*** ***Members, 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.***

HIGHEST CONUS M&IE RATE

$64 Effective for travel by car ferry ***on or after 1 October 2005***

HOME OF RECORD (HOR). The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

NOTE 2: Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

NOTE 3: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items ***(except those listed in 2 and 3)*** associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY authorization/order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: See par. U5310-E for an article involving a weight additive.

NOTE 2: HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

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 are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV parts (see the definition in APP A) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to their 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 a member ordered to locations listed in APP F;

5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and

7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered 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).

*9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

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 Ch 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;

4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:

a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS authorization/order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

6. HHG for resale, disposal or commercial use;

7. Privately owned live ammunition (B-130583, 8 May 1957);

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 transportation of certain articles not included in 2. 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); and

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 HHG shipment net weight 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.***

INACTIVE DUTY TRAINING.

1. Inactive duty that is:

   a. Duty prescribed for an RC member by the Secretary Concerned, or

   b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:

   a. Unit training assemblies;

   b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under an authorization/order, cover a specific assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: An IPCOT authorization/order effective date is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized. (Ref: DODI 1315.18***). For USCG, see Service directives.

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's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity's or unit's mission or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary Concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS IN KIND. Lodgings provided by the GOV'T without cost to the member.

LODGINGS-PLUS COMPUTATION METHOD. The per diem computation method for official travel. The per diem amount for each travel day is established on the basis of the actual amount paid for lodging NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum locality per diem rate.

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 a Fleet Reserve or Fleet Marine Corps Reserve member who is in receipt of retainer pay.***

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

MISSING STATUS. The absence status of a member who is officially 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 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,
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 towed. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member 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 member or the member's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the 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 provisions of this regulation). 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 QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

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. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

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 OFFICIAL. ***See AO.***

***ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. See OCONUS.

PCS AUTHORIZATION/ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. See below for an RC member being separated.

2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

3. An IPCOT authorization/order effective date is the first day of duty on the new tour. See IPCOT definition.

<u>NOTE</u>: The following are examples of computing an authorization's/order's effective date:

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS authorization/order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS authorization/order effective date

PER DIEM ALLOWANCE.** The per diem allowance **(*also referred to as subsistence allowance*)** is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other Miscellaneous Reimbursable Expenses. The per diem allowance covers all charges, including tax ***(except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below) and applicable service charges, for:

1. Lodging. Expenses for overnight sleeping facilities; (including GOV'T QTRS); 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 tax (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:

****a. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Tax on lodging in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expenses except when 'MALT-Plus' per diem for POC travel is paid.***

****b. The maximum amount allowed for lodging in foreign OCONUS areas includes a lodging tax amount. Tax on lodging in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.***

2. Meals. Includes the cost of breakfast, lunch and dinner and related tips and taxes (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 APP G for reimbursement of fees and tips incurred at transportation terminals.);

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 AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.***;

c. Personal laundry/dry-cleaning and pressing of clothing ***(except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below***);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;

f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;

g. Potable water and ice (28 Comp. Gen. 627 (1949)); and

h. Tax and service charges on any of the expenses in items 2 through 3g.

NOTE 2:

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 separate miscellaneous 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 separate miscellaneous reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

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 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 a member or unit to a different PDS under a competent authorization/order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship or mobile unit;

3. Change from home or from the PLEAD to the first PDS upon:

a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);

d. Enlistment or induction into the Service (regular or during emergency); and

e. Change from the last PDS to home upon:

(1) Discharge, resignation, or separation from the Service under honorable conditions;

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). ***Also called OFFICIAL STATION.*** The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1*: *The PDS geographic limits are:

a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or 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, within which the designated post of duty 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 for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For invitational travelers

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 PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

NOTE 2: Arlington County, VA, is a PDS. The Pentagon and other GOV'T 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)).

NOTE 3: When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:

   a. Appointment to regular Service from civilian life or from an RC;

   b. Being called to active duty (including for training) for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or

   d. Enlistment or induction into the Service (regular or during emergency); or

   e. Temporary disability retirement.

2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

4. The member's home upon:

   a. Retirement;

   b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

   c. Release from active duty;

   d. Discharge, resignation, or separation, all under honorable conditions; or

   e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of a member of the regular Services, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's 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 an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.

3. In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place at which the member attains a military status or at which 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 other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD).

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE).

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

2. Travel by ship: 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. ***See PDS***.

POV, SPARE PARTS. 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). Also included are 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.

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). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the GOV'T, is never a POC.*** A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a member's dependent for the primary purpose of providing personal transportation that:

   a. Is self-propelled;

   b. Is licensed to travel on the public highways;

   c. Is designed to carry passengers or HHG; and

   d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

NOTE: 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the member's responsibility.

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

PRIVATIZED HOUSING. Housing units on or near a military facility 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 QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.*** See also par. U10000.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of a travel authorization/order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE.** ***(Also called PRO or PRO-Gear.) HHG in a member's or 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). The following items are PBP&E:

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 normal or usual uniform or clothing;

4. Communication equipment used by a member 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 a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government 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).

8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

***NOTE*: Excluded from PBP&E is commercial products for sale/resale used in conducting business, 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.**

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE. ***(Also called PRO or PRO-Gear). (NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE)***. HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

1. Reference material,

2 Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE*: Excluded from PBP&E is commercial products for sale/resale used in conducting business, 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, rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL AUTHORIZATION/ORDER. ***See BLANKET TRAVEL AUTHORIZATION/ORDER***.

RESERVE COMPONENT. The

1. Army National Guard of the United States,

2. Army Reserve,

3. Naval Reserve,

4. Marine Corps Reserve,

5. Air National Guard of the United States,

6. Air Force Reserve,

7. Coast Guard Reserve, and

8. 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 or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

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

1. The Army, with respect to matters concerning the Army;

2. 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;

3. The Air Force, with respect to matters concerning the Air Force;

4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

6. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

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

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;

2. To or from a NTS facility in the member's PDS area;

3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

4. Incident to reassignment or PCS to a new PDS near the old PDS;

5. Between residences within a metropolitan area; or

6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. ***See POV, SPARE PARTS.***

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

***STANDARD CONUS PER DIEM RATE**. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates.

STANDARD GOVERNMENT MEAL RATE. See definition of "GOV'T Meal Rate" for current rates. The daily rate established for meals in a GOV'T dining facility/mess including the operating cost.

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. U5375. Also referred to as temporary storage.

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DOD 6015.1-M, January 1999, P19.1.19).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.

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 cash charge is levied, without direct charge against the occupants' QTRS allowances. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the facility. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

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.)***

1. 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 web site ***http://www.saipan.com***)

2. Commonwealth of Puerto Rico

3. American Samoa

4. Baker Island

5. Guam

6. Howland Island

7. Jarvis Island

8. Johnston Atoll

9. Kingman Reef

10. Midway Islands

11. Navassa Island

12. Palmyra Atoll

13. Virgin Islands

14. Wake Island

TERRITORY OF THE UNITED STATES. ***Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*** An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***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.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. See Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, Part H for TDY 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 POV is authorized by 37 USC §554 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 member's responsibility.

TRANSPORTATION REQUEST. A written GOV'T request (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.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and miscellaneous reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL AUTHORIZATION/ORDER. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of authorization/ order:

1. Unlimited Open. This is a form of blanket travel authorization/order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

2. Limited Open. This is a form of blanket travel authorization/order allowing a member 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.

3. Repeat. This is a form of blanket travel authorization/order allowing a member 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.

4. Trip-by-trip. This is a travel authorization/order 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/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.

TRAVEL CLAIM (VOUCHER). A written request supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

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 an individual serving without pay or at $1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee 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). 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 and assignment 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 ORDER. ***See TRAVEL AUTHORIZATION/ORDER.***

TRAVEL STATUS. The member'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 order, including time en route waiting for transportation connections and delays en route beyond the traveler's control. ***NOTE: See par. U2200 for more detail.***

UNACCOMPANIED BAGGAGE. ***See BAGGAGE, UNACCOMPANIED***.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. See DODI 1315.18, par. E2.1.50

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 (U.S.). The 50 states and the District of Columbia.

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:

1. Under the local command of a uniformed service,

2. With permanent or semi-permanent-type troop shelters and a GOV'T dining facility/mess, and

3. At which there are 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 U.S. INSTALLATION.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. ***See HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

APPENDIX A

PART II: ACRONYMS

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

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

Acronym	**Meaning**
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel ***(C)***
FAM	Foreign Affairs Manual ***(C)***
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System ***(C)***
FHA	Federal Housing Administration ***(C)***
FTA	Foreign Transfer Allowance ***(C)***
FSH	Family Separation Housing ***(U)***
FSH-B	Family Separation Housing – BAH Based Location ***(U)***
FSH-O	Family Separation Housing – OHA Based Location ***(U)***
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance ***(C)***
FVT	Family Visitation Travel ***(C)***
FWS	U.S. Fish and Wildlife Service ***(C)***
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services ***(U)***
HHT	House Hunting Trip ***(C)***
HOR	Home of Record
HOS	Home of Selection ***(U)***
HP	Home Port ***(U)***
HSTA	Home Service Transfer Allowance ***(C)***
IADT	Initial Active Duty for Training ***(U)***
IAW	In Accordance With
ICW	In Connection With
*IE	*Incidental Expenses
IBA	**I**ndividually **B**illed Government Travel Charge Card **A**ccount. ***NOTE: Does not apply to any other form of personal credit card.***
IPCOT	In-Place Consecutive Overseas Tour ***(U)***
IRC	Internal Revenue Code ***(C)***
IRS	Internal Revenue Service ***(C)***
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY ***(U)***
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance ***(C)***
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument ***(U)***
LPQ	Living Pattern Questionnaire ***(U)***
LPS	Living Pattern Survey ***(U)***
LWOP	Leave Without Pay ***(C)***
M&IE	Meals and Incidental Expenses

Acronym	Meaning
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance ***(C)***
*MHA	*Military Housing Area ***(U)***
MIA	Missing in Action
MIHA	Move-in Housing Allowance ***(U)***
MILAIR	Military Aircraft
MSC	Military Sealift Command ***(C)***
NIST	National Institute of Standards and Technology ***(C)***
NOAA	National Oceanic and Atmospheric Administration ***(Same as USNOAA)***
NTE	Not to exceed
NTS	Non-temporary Storage ***(also referred to as Extended Storage)***
*OC&IE	*Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance ***(U)***
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ***(also referred to as PRO-Gear)***
PCS	Permanent Change of Station
PDS	Permanent Duty Station ***(U)***
PDT	Permanent Duty Travel ***(C)***
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ***(U)***
PHS	Public Health Service ***(Same as USPHS)***
PLEAD	Place from Which Entered (or Called) to Active Duty ***(U)***
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
QTRS	Quarters
RAT	Renewal Agreement Travel ***(C)***
RC	Reserve Component
RDD	Required Delivery Date ***(U)***
RIT	Relocation Income Tax ***(C)***
RPDCI	Retail Price Data Collection Instrument ***(U)***
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ***(C)***
SECDEF	Secretary of Defense
SES	Senior Executive Service ***(C)***
SIT	Storage in Transit
SMA	Separate Maintenance Allowance ***(C)***
SR&R	Special Rest and Recuperative Absence ***(U)***
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board ***(C)***

Acronym	**Meaning**
TCS	Temporary Change of Station ***(C)***
TDRL	Temporary Disability Retired List ***(U)***
TDY	Temporary Duty
TLA	Temporary Lodging Allowance ***(U)***
TLE	Temporary Lodging Expense ***(U)***
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ***(C)***
TQSE	Temporary Quarters Subsistence Expenses ***(C)***
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ***(same as NOAA)***
USPHS	United States Public Health Service ***(same as PHS)***
USSM	Under Secretary of State for Management ***(C)***
UTD	Uniformed Travel Determination ***(U)***
VA	Department of Veterans Affairs ***(C)***
VAMC	Veterans Affairs Medical Center ***(U)***
VPC	Vehicle Processing Center
WAE	When Actually Employed ***(C)***
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

**For current per diem rates, please* see the Per Diem, Travel and Transportation Allowance Committee website.

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APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website.

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PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

a. Not be employed by the GOV'T,

b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. See par. A2r.

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

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

a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;

c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976)***;

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C7150;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) ; (59 Comp. Gen. 461 (1980)).

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/ flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.;***

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

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

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

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

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

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

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

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

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

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;

2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal GOV'T employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:

a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or

4. Contractors (See APP E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (see pars. A2p and q above) as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (B-233607, 26 October 1989):

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

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

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

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

c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

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

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

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

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ TRAVEL AUTHORIZATION NUMBER_____

Address_____

DATE APPROVED_____

You are invited to depart from _____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

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

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing official has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date

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

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the GOV'T and the CTO does not permit the CTO to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

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

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

☐ You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of $0.55/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

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

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

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

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

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

*The JTR is available on the Per Diem Committee website at ***http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html***.

Address any inquiries regarding this travel to:_____

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

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PART 2: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

*Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

B. The request must address the following questions:

1. How many members and DOD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

***NOTE*: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.**

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*APPENDIX G: MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

*A. General. This Appendix addresses the more commonly incurred miscellaneous reimbursable 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 expense description/documentation 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 Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. Some miscellaneous reimbursable expenses are authorized for reimbursement by this Appendix; other miscellaneous reimbursable expenses require AO authorization/approval. Miscellaneous reimbursable expenses include the following (listed in alphabetical order):

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
ATM Use (Civilian Employee). *1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance. 2. Not Reimbursable. Administrative fees for an ATM or personal charge card. 3. See OSD Comptroller memo dated 19 July 2002, and the DOD Financial Management Regulations (DODFMR), Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.			X	X		X
ATM Use (Uniformed Member) *1. Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or 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, up to the amount authorized/approved by the AO for an ATM travel advance. 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. 3. See OSD Comptroller memo of 19 July 2002 and the "DOD Financial Management Regulations", Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.	X	X			X	
Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may: 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. 2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations. 3. Be authorized/approved for the ***non-DOD travelers.*** 4. ***Not*** 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 Process in advance of travel.	X		X			

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
See JFTR, par. U3015 and JTR, par. C2302						
Baggage Expenses**. Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include: 1. Excess Baggage. See Baggage, Excess Accompanied. 2. Baggage Transfer. NTE the customary local rates, and necessity for the transfer must be explained. 3. Baggage Storage (with explanation). 4. Baggage Checking. NTE the customary local rates. 5. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized. 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. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** 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. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.	X	X	X	X	X	X

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Check Costs. 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
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X	X	X
Communication Services. 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. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Computer Connections. 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
Conveyance Costs. 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
Currency Conversion Fees 1. Reimbursable. 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. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable for gains resulting from currency conversion***. 3. Travel Claim Submission. 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. Supplemental Vouchers. 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
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Energy Surcharge Fees	X	X	X	X	X	X
Global Positioning System (GPS) for a Rental Car. ***The optional Global Positioning System (GPS) for a rental car is not reimbursable***.						
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
GTCC 1. Late Payment Delinquent Fees. 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(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X	X	X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Inoculations. 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
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-		X		X	X	X

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
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.						
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. 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. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			**X**	**X**		**X**
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. 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. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE 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.						
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. See ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad. 4. ***This reimbursement applies only to members/employees but not their dependents.***	**X**	**X**	**X**	**X**	**X**	**X**
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 per diem rate lodging portion 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. Reimbursable. 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. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***.	**X**	**X**	**X**	**X**	**X**	**X**

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. Mission-related expenses ***are not reimbursable***. These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 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. 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. 3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		**X**		**X**	**X**	**X**
Packer Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Paper Tickets. 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). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	**X**	**X**	**X**	**X**	**X**	**X**
Parking Fees at a Terminal. 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.		**X**		**X**	**X**	**X**
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (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 (3) Emergency Technical Support Personnel. See item 5 below. b. **Civilian Employee**. Reimbursement authority is for a traveler who is a U.S. citizen: (1) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (2) Serving under a service or renewal agreement, and (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 (4) Emergency Technical Support Personnel. See item 5 below.	**X**	**X**	**X**	**X**	**X**	**X**

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
2. Acquired Dependent **(Uniformed Member Only)**. 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. 3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify 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. 4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 5. Emergency Technical Support Personnel. 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)). 6. Fee for Visa, Green card, and Photographs for OCONUS Travel. These fees are reimbursable ICW official travel. 7. Legal Service Fees. 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. 8. Medical Expenses. 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. 9. Passport Fees. 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 U.S. through land and seaport entry between the U.S. 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). 10. Physical Examination Fees. 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. 11. Travel Authorization/Order for Visas and Physical Examinations. 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: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. 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. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).						
Personal Expenses. ***Personal expenses are not reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
Phone Calls (Official) 1. The AO: 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), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 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.		X		X	X	X
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, ***that are mandatory,*** 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
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available. 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.	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Transportation to/from Terminal. 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
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
VISA and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS & PREMIUM CLASS TRANSPORTATION

Part	Contents
1	Travel Purpose Identifiers
2A	Reporting Data Elements and Procedures Format
2B	First-Class Air Accommodations Codes
2C	*First-Class Decision Support Tool
3A	Business-Class Air Accommodations Codes
3B	*Business-Class Decision Support Tool
4A	Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons
4B	Reserved
4C	Reserved
4D	Reserved
4E	Reserved
4F	Premium-Class Accommodations Determination Format

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PART 1: INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See APP M, Part I for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

   a. Is ***required*** at least once every three years but may be submitted more frequently (see APP M);

   b. Determines from where the service members purchase their goods/services, i.e.;

      (1) Local market outlets (on the economy); and/or

      (2) Commissary/exchange;

   c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

   d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

   a. Is ***required*** annually but may be submitted more frequently (see APP M),

   b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

   c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are ***overall*** 10 percent more expensive than in CONUS. An index of 100 indicates that the ***overall*** cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

*D. Payments. A member's COLA payment is determined using data from three individual sources/tables. The three tables include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in this APP. (See this APP, Part 3.)

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a ***percentage of, and based on, their spendable incomes; COLA is not based on total income.*** Spendable income differs according to the member's:

1. Grade,

2. Years of service, and

3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,

2. Years of service,

3. Number of command-sponsored dependents,

*4. Annual compensation - see this APP, Part 3, Table I,

*5. Average annual spendable income - see this APP, Part 3, Table II, and

*6. Member's PDS and COLA index - see this APP, Part 3, Table III.

G. Computation Steps

*Step 1: Determine the member's annual compensation based on grade, years of service, and dependency status(see this APP, Part 3, Table I).

*Step 2: Determine the member's average annual spendable income (see this APP, Part 3, Table II),

*a. In table matrix column one, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,

b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,

c. This number is the member's 'average annual spendable income'.

*Step 3: Determine the member's COLA index based on PDS (see this APP, Part 3, Table III).

Step 4: Subtract 100 from the prescribed COLA index and covert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member's average annual spendable income from Step 2 above by the percentage from Step 4 above. The result is the member's ***annual*** COLA. To determine the monthly allowance:

a. Divide the annual COLA amount by 360 (days),

b. Carry the result to 5 digits to the right of the decimal,

c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and

d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

*Effective 1 July 2002, a member in grade E-8 with 22 years of service is assigned to an OCONUS PDS. The prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

*1. For an E-8 with 22 years of service, the Annual Compensation Table indicates the member's annual compensation is $61,313.

*2. The Spendable Income Table indicates the member's average annual spendable income is $35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of $59,000-$62,999 and four dependents.

*3. The COLA index for member's PDS the COLA Indexes Table is 120.

4. 100 subtracted from the COLA index of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.

5. Multiply the member's average annual spendable income ($35,300) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of $7,060 (.20 x $35,300 = $7,060),

a. Divide $7,060 by 360 (days) with 5 digits to the right of the decimal ($7,060/annum/360 days/annum = $19.61111/day),

b. Multiply the result by the number of days for which the allowance is payable ($19.61111/day x 31 days/31-day month = $607.94441/31-day month),

c. Round to the nearest cent - $607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts ***(when necessary)*** exchange rates for countries where members are assigned. For more currency adjustment information see APP M, Part II. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to COLA.

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see this APP, Part II.

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PART 2: COLA UNIQUE EXPENSES

*A. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never purchases. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar-for-dollar reimbursement for a specifically authorized expense at designated authorized locations.

B. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. ***PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization.*** All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JFTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved.

Each individual mandatory and excessive expense must be:

1. Incurred by a clear ***majority*** of members assigned at a duty station, and

2. An item/expense that exceeds 1% of Spendable Income for the typical uniformed member, and

3. An item/expense that is not purchased or paid by CONUS-based members, and

4. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and

5. Verified by a valid receipt, and

6. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

C. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized) are:

1. Gibraltar. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

2. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

3. United Kingdom. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

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PART 3: COLA INDEXES TABLES

A. General. For current geographic COLA information, and the following tables, please see the PDTATAC website at: ***http://perdiem.hqda.pentagon.mil/perdiem/***.

B. Table I - Annual Compensation for Members with and without Dependents. On the PDTATAC website, select 'Rates & Allowances', 'Compensation Tables', 'Pay-Tables', 'paytablesYYYY.pdf'.

C. Table II - Average Annual Spendable Income. On the PDTATAC website select 'Rates & Allowances', 'Compensation Tables', 'Spendable-Income-Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf'.

D. Table III - Cost-of-Living Allowance Indexes. On the PDTATAC website select 'Rates & Allowances', 'COLA Rates', 'Overseas', 'COLA Indexes', 'YYYY COLA Indexes', 'YYYY-MM-DD COLA INDEXES.pdf'.

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PART 1: GENERAL INFORMATION

For APP K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the PDTATAC website at: http://www.defensetravel.dod.mil/perdiem/allooha.html

A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

a. Rent,

b. Utility/recurring maintenance expenses, and

c. Move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

a. The member's reported rental amount, up to the locality OHA rental allowance, plus

b. The appropriate utility amount based on the member's status.

*3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the PDTATAC website at ***http://www.defensetravel.dod.mil/perdiem/allooha.html***. The following information applies to all OHA tables:

a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).

b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.

c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).

d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

*B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependent residing in private sector housing(see PDTATAC website at ***http://www.defensetravel.dod.mil/perdiem/allooha.html***). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

1. With-dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. U10022 and the maximum allowable rent for the member's grade at the PDS locality. If ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F, for calculation examples.

2. Without-dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. U10022 and 90 percent of the maximum allowable rent for the member's grade at the PDS locality. If ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F for calculation examples.

*C. Utility/Recurring Maintenance Allowance Expense. The utility/recurring maintenance allowance found in the OHA locality tables at ***http://www.defensetravel.dod.mil/perdiem/allooha.html*** is based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10024.

*D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website ***http://www.defensetravel.dod.mil/perdiem/allooha.html***) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See APP N for specific MIHA information. APP K, Part III includes a list of reportable move-in expenses. The allowable MIHA is computed as prescribed in par. U10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

Step 1: Determine the member's monthly rent from par. U10022.

Step 2: Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with-dependent rate by 90 percent. If rent includes ***all*** utilities (block 7b checked on DD Form 2367), ***add*** the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes ***some*** but ***not all*** utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. U10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

a. Rent includes ***all*** utilities (block 7b checked on DD Form 2367): The member receives ***no*** separate utility/recurring maintenance allowance; however, this allowance ***is added*** to the rental allowance determined in Step 2.

b. Rent includes ***no*** utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75 percent of the with-dependent utility/recurring maintenance allowance. A sharer (as defined by par. U10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes ***some*** utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this APP, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member ***does not receive*** is added to the maximum rental allowance determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is ***less*** than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is ***greater*** than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

Example 1

Situation: A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is $425, the utility/recurring maintenance allowance is $120 and the MIHA/Miscellaneous allowance is $510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is $450, the locality climate code is 2 (moderate), and the member's ***utility point score*** is 5.

Computation:

Step 1: The member's monthly rent is $450.

Step 2:** Determine the maximum rental allowance for the member from the OHA locality table ***http://www.defensetravel.dod.mil/perdiem/allooha.html. For this example the rental allowance is $425.

Step 3: Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use $120 for this example. Using the utility point score methodology contained in par. U10024, the member has a ***utility point score*** 5 (the electricity (3 points) and the air conditioning (2 points)) ***are not*** provided by the landlord). Therefore, the member receives the ***full*** utility/recurring maintenance allowance of $120.

Step 4: Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is $510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent ($450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

Step 5: Compare the member's rent of $450 (from Step 1) to member's maximum rental allowance of $425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the $425 as the member's maximum rental allowance.

Step 6: Add the member's maximum rental allowance of $425 (from Step 5) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545. The member's monthly OHA is $545. Additionally, the member receives a one-time payment of $960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependent) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is $1800; the monthly utility/recurring maintenance allowance for their locality is $160; the locality MIHA/Miscellaneous allowance is $360; the locality climate code is 3 (hot); and it is determined that the members' ***utility point score*** is 8.

Computation:

Step 1: Determine each sharer's (member's) rent. IAW par. U10000-A there are four sharers, therefore each member's rent is $450 ($1,800 ÷ 4 = $450).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90 percent of the with-dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are $675 ($750 x .90 = $675); $599 ($665 x .90 = $599); and $450 ($500 x .90 = $450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use $160. Because the members' total ***utility point score*** is 8, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) utility/recurring maintenance allowance portion is $40 ($160 ÷ 4 = $40)

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

Step 5: Compare each member's rent of $450 (from Step 1) to each member's maximum rental allowance, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is $450.

Step 6: To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of $40 (from Step 3). For each member, the total amount is $490 ($450 + $40 = $490). Each member's monthly OHA is $490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of $360.

Example 3

Situation: A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is $1,100. The maximum rental allowance for an O-4 is $600, and for an O-2 is $500. The utility/recurring maintenance allowance is $180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' ***utility point score*** is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. IAW par. U10000-A each member is considered a sharer and each (sharer's) member's rent is $550 ($1,100 ÷ 2 = $550).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is $600 for the member in grade O-4, and $450 for the member in grade O-2 - 90 percent of the with-dependent allowance of $500 ($500 x .90 = $450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use $180. Because the members' total ***utility point score*** is 7, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is $90 ($180 ÷ 2 = $90).

Step 4: Compare each member's rent of $550 (from Step 1) to each member's maximum rental allowance of $600 for grade O-4 and $450 for grade O-2 (from Step 2). For this example use $550 to compute the OHA for the member in grade O-4 and $450 for the member in grade O-2.

Step 5: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540). The monthly OHA allowance for the member in grade O-4 is $640 and for the member in grade O-2 is $540.

Example 4

Situation: A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. U10000-A. The member is authorized a Family Separation Housing (FHS-O) Allowance under par. U10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions.

The maximum rental allowance for the member's grade is $725, the utility/recurring maintenance allowance is $160; the MIHA/Miscellaneous allowance is $625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is $600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

Computation:

Step 1: The member's rent is $600.

Step 2: Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is $725. An unaccompanied member without dependent may receive up to 90 percent of the with-dependent amount for a maximum rental allowance of $653 ($725 x .90 = $653).

Step 3: Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is $160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or $120 ($160 x .75 = $120). The member's ***utility point score*** is 2; therefore, the member is authorized 25 percent of $120, or $30 ($120 x .25 = $30). The utility/recurring maintenance allowance remainder ($90) is ***added*** to the member's rental allowance of $653 (Step 2) for a derived rental allowance of $743 ($653 + $90 = $743).

Step 4: Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use $625 for this example. Additionally, the member has a rent-related expense of $1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only $600 of the $1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is $1,225 ($625 + $600 = $1,225).

Step 5: Compare the member's rent of $600 (from Step 1) to member's derived maximum rental allowance of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the member.

Step 6: Add the member's rental amount of $600 (from Step 5) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630). The member’s monthly OHA allowance is $630. Additionally, the member is authorized a one-time MIHA payment of $1,225 (from Step 4).

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PART 2: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawai'i and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. U10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

*OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the PDTATAC website at ***http://www.defensetravel.dod.mil/perdiem/allooha.html***.

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. U10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. U10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. ***If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.***

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1***

January 1999, divide your purchase price by 24. See par. U10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. ***The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.***

2. If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. ***MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.***

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this MIHA component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. ***Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. U10028.***

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

1. The following three components comprise MIHA (see par. U10026):

   a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,

   b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and

   c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.

2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).

3. MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program.

4. ***MIHA is not intended to cover move-out costs.***

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. A member residing in member-leased private sector housing receives an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see APP M).

2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for individual expenses of $75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).

2. If the member is a sharer (see par. U10000-A), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member ***and*** an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.

4. The authorizing/approving official (commander or designated official, such as the housing officer) may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS.

For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. To qualify for MIHA/Security, a member must be assigned to an area in which a dwelling must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see APP N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas when Department of State is:

a. ***Responsible*** for the area's residential security: in accordance with the 1990 Memorandum between the Department of State and the Department of Defense on Overseas Security Support.

b. ***Not responsible*** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

Letter Address:

*Per Diem, Travel and Transportation Allowance Committee
ATTN: Division Chief
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

E-Mail Message Address: Housing.Security@dtmo.pentagon.mil

Message Address: SECDEF WASHINGTON DC//DTMO//

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipts for an expense of $75 or more must be provided.

5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).

6. If the member is a sharer (see par. U10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

7. Both the member ***and*** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

8. The authorizing/approving official (commander or designated official, such as the housing officer) may

approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 through 10 (for assistance see the Housing Officer).

2. The 'Housing Officer or Appropriate Official designated for that purpose' must either check box 11a(1) ***or*** 11a(2), whichever is appropriate.

3. The Housing Officer or Appropriate Official designated for that purpose must also complete blocks 11b through 11d.

4. The 'Certifying Official' must check the appropriate block for both 12a ***and*** 12b. The selection for block 12b is based on the answer provided by the Housing Officer or Appropriate Official designated for that purpose in block 11a.

5. The Certifying Official must also complete blocks 12c through 12g.

6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Tax or Rental Tax. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is

covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

Example 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official (commander or designated official, such as the housing officer) must disapprove reimbursement of the rent-related fee.

Example 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of $75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of $75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 ***must not*** be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

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. RC Member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready RC 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 a member of Congress and/or 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 dining facility/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 provided under separate issuance by the PDTATAC. These rates also are available from the 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 by 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, Ch 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. Transportation Mode. 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, tax 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, Ch 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 U.S. 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. POC. 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 reimbursable 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 tax) 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 QTRS 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 QTRS 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 QTRS on the U.S. INSTALLATION at which assigned TDY; ***however, when adequate GOV'T QTRS 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 QTRS 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 QTRS (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 QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS 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 QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.*** In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability (e.g., through their CTOs), and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION. ***However, if GOV'T QTRS 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 QTRS 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 a per diem rate in a lesser amount if 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 appropriate DOD Components headquarters or to a DON activity commander/head, 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 as part of an authorization/order amendment/modification covering a prospective period after the authorization/order was issued), a travel authorization/order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates 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 for an employee or less than 7 days in CONUS for a member. 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 tax. 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 CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in the U.S. and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense (See APP G) 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 includes a lodging tax amount. Lodging tax in foreign countries is not a separate miscellaneous reimbursable expense.***

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. 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 QTRS 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.*

***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.*

***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.*

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 traveler 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 GSBCA 16699-TRAV, 17 August 2005.*

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 GMR when all meals on a given day are available or the 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 QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS 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 QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS '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 QTRS 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 QTRS 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 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. <u>TDY aboard Ships</u>

a. No per diem is payable when TDY aboard a U.S. ship since QTRS 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. ***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 traveler's PDS and/or returns to the port at the PDS.***

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			
Subsist Ashore			
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
EUM	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
Subsist Aboard U.S. GOV'T Ship 3/			
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, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 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 Reimbursable 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 an RC 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, RC 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. An RC 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 an RC 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. An RC member at an AT site when both GOV'T QTRS and meals are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or meals are not available, per diem is payable under par. T4040-A;

2. An RC member on active duty without pay;

3. A newly enlisted member undergoing training when both GOV'T QTRS and meals are available;

4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. An RC 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. An RC 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 RC member voluntarily performing without pay.

E. Per Diem. When An RC 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. An RC 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*** RC 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 RC 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 allowed for CONUS or non-foreign OCONUS area lodging does not include a lodging tax amount. Lodging tax in CONUS or a non-foreign OCONUS area is a separate miscellaneous reimbursable expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum allowed for foreign OCONUS area lodging includes a lodging tax amount. Tax on foreign OCONUS area lodging is not a separate miscellaneous reimbursable expense.

H. Summary of Allowances for An RC 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/ & dining facility/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 & dining facility/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 an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized (see par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to An RC 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/ An RC 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 QTRS and dining facility/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 QTRS for purposes of this table.

7/ An RC 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/ An RC 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		
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		
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.
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.
RC 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/ An RC 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 tax), 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 Allowable

1. 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, Ch 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 airfares 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 traveler in economy/coach 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/coach 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 that 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. There is always the option of taking no action at all to provide a rest stop or upgrade.

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 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, Ch 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 GSBCA 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 14554-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 dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/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 RC 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 An RC 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 An RC 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 An RC 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, 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, use of APP O is only 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 ***Discontinued***	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
	HQ, CINCPACFLT, Pearl Harbor, HI ***Discontinued***	20 Jun 1996 31 Mar 1997
U.S. Marine Corps	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]
	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

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
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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PART I: DOD SERVICE MEMBERS

NOTE: For NOAA, see App Q, Part II.

A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.

B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. ***Do not submit a tour length change proposal to PDTATAC.***

C. Tour Length Exception. The tour length for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).

D. Tour Lengths. The following are OCONUS tour lengths ***for a DOD Service member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):***

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	NOTE
All OCONUS Duty Stations Not Listed Below	**36**	**24**		
Afghanistan				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	8
Alaska (except as indicated)	36	36		1
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	7
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5, 11
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	12
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	7
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	9
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	8
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
Personnel assigned to SAO	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	*NOTE*
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	8
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	8
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	8
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	NA	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki	NA	12	11-05-08	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	8
Kenya (except as indicated)	24	12		
Nairobi	24	18		
***Korea** (except as indicated)	36/24	12	2 Mar 2009	4a 4d
Chongju AB	NA	12		4a
Dongduchon (Camps Casey, Hovey, Mobile, Castle	24	12		4a 4b 4c
Gwangju AB (ROK)	NA	12		4a
Joint Security Area	NA	12		4a
Kunsan AB (US)	NA	12		4a
Mujak/Pohong	NA	12		4a

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Uijongbu (Camps Jackson, Red Cloud, Stanley	24	12		4a 4b 4c
Kuwait	24	12		6
Kyrgyzstan	24	12		
Laos	NA	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	12
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	NA	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	NA	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	8
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	NA	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	8
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	NA	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	NA	12		
Metropolitan Manila	24	18		
Poland				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	*NOTE*
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	8
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		5
Eskan Village, Riyadh	24	12	07-18-08	10
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	8
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	8
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurtalik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
Yemen	36	24	06-30-08	12
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a service member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.

2. Dependents are permitted only when GOV'T QTRS are available.

3. A maximum 48-month tour is permitted for Navy personnel.

*4a. Not every service member is eligible to serve an accompanied-by-dependents tour. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon availability of facilities and services as determined by the USFK Commander. Service members not eligible to serve an accompanied-by-dependents tour will serve a dependent-restricted tour.

*4b. Secretaries of Military Departments have authority to permit service members to reside at these locations while dependents reside in areas where housing and services support are available. Upon approval of a Secretarial Overseas Housing Allowance (OHA) waiver, a Service member in a non-Key Billet accompanied tour is allowed to receive the OHA rate for the location at which the family lives in Korea.

*4c. A Service member assigned to a location with limited command-sponsorship benefits is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship benefits available at that installation, prior to command sponsorship acceptance.

*4d. For an area authorized a 36-month accompanied-by-dependents tour, Service members may accept a 36- or 24-month accompanied tour.

5. Due to threat levels, dependents are not currently authorized at this location.

6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

8. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

9. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

10. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).

11. PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

12. May be accompanied by adult dependents age 18 years or older.

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PART II: CONFERENCE ATTENDANCE

A. General. A DOD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

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

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which a member's/DOD civilian employee's attendance is required in the performance of official duties;

2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee's official performance; and

4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part I.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).***

3. Purpose. A Uniformed member and/or a DOD civilian employee may attend conferences at GOV'T expense to:

a. Further Service or DOD Agency programs;

b. Present scientific and technical papers which further the development of the U.S. resources; and

c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

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

*E. Registration Fees and Miscellaneous Reimbursable Expenses

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

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

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel authorization/order is not issued.

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

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

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

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

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DOD Agency's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

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

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

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization/order to attend the conference has been generated. When the

authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

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

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision
Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences
File: B-300826
Date: March 3, 2005

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

(1) Meals and refreshments are incidental to the conference,

(2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

(3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

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

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

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

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

1. The PMR example uses the Standard CONUS M&IE rate of $39.00 and the Standard GMR of $10.80 to compute the PMR amount. The $39.00 consists of $36.00 for meals and $3.00 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

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

Step 1	Add the locality Meal rate and Standard GMR	$36.00 + $10.80 = $46.80
Step 2	Divide step 1 total in half (rounded up to the dollar)	$46.80 ÷ 2 = $23.40 (Rounded to $23.00)
Step 3	Add step 2 total to the CONUS incidental expense rate	$23.00 + $3.00 = $26.00
Step 4	Proportional Meal and Incidental Expense Rate	$26.00

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS rate applies). Lodging is $55/night and GMR is $10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of $26.00 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JTR, par. C4553-C2 and JFTR, par. U4147).***

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