

**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)****Change 273 — 1 September 2009**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 September 2009 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**LYNN S. HEIRAKUJI**

Deputy Assistant Secretary of the Army  
Manpower and Reserve Affairs  
(Personnel Oversight)

**CURTIS B. ODOM**

Director of Personnel Management  
United States Coast Guard

**LYNDA DAVIS**

Deputy Assistant Secretary of the Navy  
(Military Personnel Programs)

**JONATHAN W. BAILEY**

RADM, NOAA  
Director, NOAA Corps

**BARBARA J. BARGER**

Deputy Assistant Secretary of the Air Force  
(Force Management Integration)

**DENISE S. CANTON**

RADM, USPHS  
Director, OCCFM

- D. Applicable MAP Items. This change includes all material written in the following MAP items: 51-09(I); 56-09(I); and 57-09(I).
- E. Brief of Revision. The following are this month's major revisions:
- APP G. Updates wording to clarify that some form of passport is necessary for travel to/from any foreign country.
- APP Q1 and APP Q3. Updates the approval of all dependents to return to Bahrain.
- APP R2, Part J revised. Updates the PMR computation example.

**PAGE LEFT BLANK INTENTIONALLY**

**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

**CHANGE 273**

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

JFTR		273 09-09	272 08-09	271 07-09	270 06-09	269 05-09							
JFTR	Title	270	270	270	270	265							
JFTR	CL	273	272	271	270	269							
JFTR	ROC	273	272	271	270	269							
JFTR	Intro	269	269	269	269	269							
JFTR	TOC	271	271	271	269	269							
<b>Chapter 1</b>	TOC	271	271	271	269	269							
Ch 1	Part A	272	272	271	270	269							
Ch 1	Part B	264	264	264	264	264							
Ch 1	Part C	264	264	264	264	264							
Ch 1	Part D	264	264	264	264	264							
<b>Chapter 2</b>	TOC	264	264	264	264	264							
Ch 2	Part A	270	270	270	270	269							
Ch 2	Part B	269	269	269	269	269							
Ch 2	Part C	264	264	264	264	264							
Ch 2	Part D	269	269	269	269	269							
Ch 2	Part E	264	264	264	264	264							
Ch 2	Part F	264	264	264	264	264							
Ch 2	Part G	264	264	264	264	264							
Ch 2	Part H	268	268	268	268	268							
<b>Chapter 3</b>	TOC	271	271	271	269	269							
Ch 3	Part A	271	271	271	264	264							
Ch 3	Part B	264	264	264	264	264							
Ch 3	Part C	271	271	271	264	264							
Ch 3	Part D	267	267	267	267	267							
Ch 3	Part E	272	272	271	270	269							
Ch 3	Part F	269	269	269	269	269							
Ch 3	Part G	264	264	264	264	264							
<b>Chapter 4</b>	TOC	271	271	271	269	269							
Ch 4	Part A	271	271	271	265	265							
Ch 4	Part B	272	272	271	269	269							
Ch 4	Part C	272	272	271	269	269							
Ch 4	Part D	271	271	271	265	265							
Ch 4	Part E	265	265	265	265	265							
Ch 4	Part F	271	271	271	269	269							
Ch 4	Part G	265	265	265	265	265							
Ch 4	Part H	265	265	265	265	265							
Ch 4	Part I	271	271	271	265	265							
Ch 4	Part J	265	265	265	265	265							
<b>Chapter 5</b>	TOC	269	269	269	269	269							
Ch 5	Part A	264	264	264	264	264							

JFTR		273 09-09	272 08-09	271 07-09	270 06-09	269 05-09						
Ch 5	Part B1	269	269	269	269	269						
Ch 5	Part B2	269	269	269	269	269						
Ch 5	Part B3	269	269	269	269	269						
Ch 5	Part B4	264	264	264	264	264						
Ch 5	Part B5	264	264	264	264	264						
Ch 5	Part B6	267	267	267	267	267						
Ch 5	Part B7	270	270	270	270	264						
Ch 5	Part B8	264	264	264	264	264						
Ch 5	Part B9	264	264	264	264	264						
Ch 5	Part C1	264	264	264	264	264						
Ch 5	Part C2	264	264	264	264	264						
Ch 5	Part C3	269	269	269	269	269						
Ch 5	Part C4	264	264	264	264	264						
Ch 5	Part C5	266	266	266	266	266						
Ch 5	Part C6	271	271	271	269	269						
Ch 5	Part C7	265	265	265	265	265						
Ch 5	Part D1	271	271	271	269	269						
Ch 5	Part D2	269	269	269	269	269						
Ch 5	Part D3	268	268	268	268	268						
Ch 5	Part D4	264	264	264	264	264						
Ch 5	Part D5	270	270	270	270	268						
Ch 5	Part D6	268	268	268	268	268						
Ch 5	Part D7	268	268	268	268	268						
Ch 5	Part D8	263	263	263	263	263						
Ch 5	Part D9	263	263	263	263	263						
Ch 5	Part D10	263	263	263	263	263						
Ch 5	Part D11	268	268	268	268	268						
Ch 5	Part D12	270	270	270	270	263						
Ch 5	Part E1	269	269	269	269	269						
Ch 5	Part E2	265	265	265	265	265						
Ch 5	Part F	265	265	265	265	265						
Ch 5	Part G	268	268	268	268	268						
Ch 5	Part H	269	269	269	269	269						
Ch 5	Part I	270	270	270	270	268						
Ch 5	Part J	270	270	270	270	264						
Ch 5	Part R	263	263	263	263	263						
<b>Chapter 6</b>	TOC	267	267	267	267	267						
Ch 6	Part A1	264	264	264	264	264						
Ch 6	Part A2	264	264	264	264	264						
Ch 6	Part A3	271	271	271	269	269						
Ch 6	Part A4	263	263	263	263	263						
Ch 6	Part A5	263	263	263	263	263						
Ch 6	Part A6	267	267	267	267	267						
Ch 6	Part B1	267	267	267	267	267						
Ch 6	Part B2	265	265	265	265	265						
Ch 6	Part B3	271	271	271	269	269						
Ch 6	Part B4	265	265	265	265	265						
Ch 6	Part B5	265	265	265	265	265						

JFTR		273 09-09	272 08-09	271 07-09	270 06-09	269 05-09							
Ch 6	Part B6	266	266	266	266	266							
<b>Chapter 7</b>	TOC	265	265	265	265	265							
Ch 7	Part A	267	267	267	267	267							
Ch 7	Part B	264	264	264	264	264							
Ch 7	Part C	265	265	265	265	265							
Ch 7	Part D	265	265	265	265	265							
Ch 7	Part E	265	265	265	265	265							
Ch 7	Part F1	264	264	264	264	264							
Ch 7	Part F2	265	265	265	265	265							
Ch 7	Part F3	265	265	265	265	265							
Ch 7	Part G	271	271	271	269	269							
Ch 7	Part H1	272	272	270	270	267							
Ch 7	Part H2	269	269	269	269	269							
Ch 7	Part I	264	264	264	264	264							
Ch 7	Part J	267	267	267	267	267							
Ch 7	Part K	265	265	265	265	265							
Ch 7	Part L	265	265	265	265	265							
Ch 7	Part M	265	265	265	265	265							
Ch 7	Part N	265	265	265	265	265							
Ch 7	Part O	269	269	269	269	269							
Ch 7	Part P	265	265	265	265	265							
Ch 7	Part Q	264	264	264	264	264							
Ch 7	Part R	263	263	263	263	263							
Ch 7	Part S	264	264	264	264	264							
Ch 7	Part T	265	265	265	265	265							
Ch 7	Part U	269	269	269	269	269							
Ch 7	Part V	265	265	265	265	265							
Ch 7	Part W	265	265	265	265	265							
Ch 7	Part X	265	265	265	265	265							
Ch 7	Part Y	271	271	271	269	269							
Ch 7	Part Z1	269	269	269	269	269							
Ch 7	Part Z2	269	269	269	269	269							
<b>Chapter 8</b>	TOC	265	265	265	265	265							
Ch 8		269	269	269	269	269							
<b>Chapter 9</b>	TOC	264	264	264	264	264							
Ch 9	Part A	268	268	268	268	268							
Ch 9	Part B	269	269	269	269	269							
Ch 9	Part C1	269	269	269	269	269							
Ch 9	Part C2	264	264	264	264	264							
Ch 9	Part C3	264	264	264	264	264							
Ch 9	Part C4	264	264	264	264	264							
Ch 9	Part C5	264	264	264	264	264							
Ch 9	Part C6	269	269	269	269	269							
Ch 9	Part C7	269	269	269	269	269							
Ch 9	Part D	266	266	266	266	266							
<b>Chapter 10</b>	TOC	263	263	263	263	263							
Ch 10	Part A	271	271	271	269	269							
Ch 10	Part B	271	271	271	269	269							
Ch 10	Part C	270	270	270	270	266							

JFTR		273 09-09	272 08-09	271 07-09	270 06-09	269 05-09						
Ch 10	Part D	266	266	266	266	266						
Ch 10	Part E1	270	270	270	270	268						
Ch 10	Part E2	270	270	270	270	263						
Ch 10	Part E3	263	263	263	263	263						
Ch 10	Part E4	263	263	263	263	263						
Ch 10	Part E5	263	263	263	263	263						
Ch 10	Part E6	263	263	263	263	263						
Ch 10	Part E7	263	263	263	263	263						
Ch 10	Part E8	263	263	263	263	263						
Ch 10	Part E9	269	269	269	269	269						
Ch 10	Part E10	263	263	263	263	263						
Ch 10	Part E11	268	268	268	268	268						
Ch 10	Part E12	263	263	263	263	263						
Ch 10	Part E13	269	269	269	269	269						
<b>Appendix A</b>	Part 1	271	271	271	269	269						
APP A	Part 2	271	271	271	269	269						
<b>Appendix B</b>		269	269	269	269	269						
<b>Appendix C</b>		269	269	269	269	269						
<b>Appendix D</b>		269	269	269	269	269						
<b>Appendix E</b>	TOC	266	266	266	266	266						
APP E	Part 1	269	269	269	269	269						
APP E	Part 2	269	269	269	269	269						
APP E	Part 3	263	263	263	263	263						
<b>Appendix F</b>	TOC	266	266	266	266	266						
APP F	Part 1	266	266	266	266	266						
APP F	Part 2	269	269	269	269	269						
<b>Appendix G</b>		273	272	270	270	269						
<b>Appendix H</b>	TOC	269	269	269	269	269						
APP H	Part 1	266	266	266	266	266						
APP H	Part 2a	266	266	266	266	266						
APP H	Part 2b	266	266	266	266	266						
APP H	Part 2c	266	266	266	266	266						
APP H	Part 3a	266	266	266	266	266						
APP H	Part 3b	266	266	266	266	266						
APP H	Part 4a	266	266	266	266	266						
APP H	Part 4b	266	266	266	266	266						
APP H	Part 4c	266	266	266	266	266						
APP H	Part 4d	266	266	266	266	266						
APP H	Part 4e	266	266	266	266	266						
APP H	Part 4f	266	266	266	266	266						
<b>Appendix I</b>		176	176	176	176	176						
<b>Appendix J</b>	TOC	266	266	266	266	266						
APP J	Part 1	269	269	269	269	269						
APP J	Part 2	269	269	269	269	269						
APP J	Part 3	269	269	269	269	269						
<b>Appendix K</b>	TOC	266	266	266	266	266						
APP K	Part 1	269	269	269	269	269						
APP K	Part 2	269	269	269	269	269						
APP K	Part 3	266	266	266	266	266						

JFTR		273 09-09	272 08-09	271 07-09	270 06-09	269 05-09							
APP K	Part 4	266	266	266	266	266							
<b>Appendix L</b>	TOC	271	271	<b>271</b>	267	267							
APP L		271	271	<b>271</b>	267	267							
<b>Appendix M</b>		270	270	270	<b>270</b>	267							
<b>Appendix N</b>	TOC	267	267	267	267	267							
APP N	Part 1	269	269	269	269	<b>269</b>							
APP N	Part 2	267	267	267	267	267							
<b>Appendix O</b>	TOC	271	271	<b>271</b>	263	263							
APP O		272	<b>272</b>	<b>271</b>	269	<b>269</b>							
<b>Appendix P</b>	TOC	267	267	267	267	267							
APP P	Part 1	267	267	267	267	267							
APP P	Part 2	267	267	267	267	267							
<b>Appendix Q</b>	TOC	263	263	263	263	263							
APP Q	Part 1	<b>273</b>	270	270	<b>270</b>	<b>269</b>							
APP Q	Part 2	263	263	263	263	263							
APP Q	Part 3	<b>273</b>	<b>272</b>	268	268	268							
APP Q	Part 4	263	263	263	263	263							
<b>Appendix R</b>	TOC	267	267	267	267	267							
APP R	Part 1	272	<b>272</b>	267	267	267							
APP R	Part 2	<b>273</b>	<b>272</b>	269	269	<b>269</b>							
<b>Appendix S</b>		272	<b>272</b>	263	263	263							
<b>Appendix T</b>	TOC	267	267	267	267	267							
APP T		267	267	267	267	267							
<b>Appendix U</b>		272	<b>272</b>	267	267	267							
<b>Appendix V</b>		267	267	267	267	267							

**PAGE LEFT BLANK INTENTIONALLY**

**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](http://www.dtic.mil/comptroller/fmr/) 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 APP; 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
<p><u>ATM Use (Civilian Employee)</u>.</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. See OSD Comptroller memo dated 19 July 2002, and the <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DOD Financial Management Regulations (DODFMR)</a>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><u>ATM Use (Uniformed Member)</u></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. See OSD Comptroller memo of 19 July 2002 and the "<a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DOD Financial Management Regulations</a>", Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><u>Baggage, Excess Accompanied (Transportation Cost)</u>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DOD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in</p>	X		X			

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
advance of travel. See JFTR, par. U3015 and JTR, par. C2302						
<b>Baggage Expenses.</b> Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include:  1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied.  2. <u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained.  3. <u>Baggage Storage (with explanation).</u>  4. <u>Baggage Checking.</u> NTE the customary local rates.  5. <u>Curbside Baggage Check-in Fee</u>  a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable.  b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
<b>Baggage Handling Tips</b>  1. <b>Uniformed Member</b>  a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or GOV'T) at a transportation terminal.  b. <u>Lodging Establishment.</u> Reimbursement is authorized <b>only</b> for transportation-related tips for handling <b>GOV'T property</b> at lodging establishments.  2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <b>not</b> items for separate reimbursement <b>except</b> 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
<b>Birth Certificates.</b> The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
<b>Carrier Terminal Fees.</b> 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 ( <a href="#">52 Comp. Gen. 73 (1972)</a> ).	X	X	X	X	X	X
<b>Cell Phone Use.</b> 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. <b>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</b>		X		X	X	X
<b>Check Cashing.</b>  1. <b>Reimbursable.</b> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.  2. <b>Not Reimbursable.</b> 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
<b>Check Costs.</b> 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
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Communication Services.</b> GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. <i>In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<b>Conveyance Costs.</b> 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
<b>Currency Conversion Fees</b>  1. <b>Reimbursable.</b> 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. <b>Not Reimbursable.</b> Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable for gains resulting from currency conversion.</b>  3. <b>Travel Claim Submission.</b> 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. <b>Supplemental Vouchers.</b> 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
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Energy Surcharge Fees</b>	X	X	X	X	X	X
<b>Global Positioning System (GPS) for a Rental Car.</b> <i>The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.</i>		X		X	X	X
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>GTCC</b>  1. <b>Late Payment Delinquent Fees.</b> 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 <a href="#">DODFMR, Volume 9</a> , Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.  2. <b>Expedited Delivery.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Inoculations.</b> Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Insurance, Driving-Related.</b> Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X	X	X
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b>  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. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  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. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>License/Permit, International Driver's</b>  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 <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X	X	X
<b>Lodging, Dual.</b> 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
<b>Lodging Fees/Daytime Lodging Charges.</b> 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
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> 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	
<b>Lodging Tax</b> (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 <i>not separately</i>	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<i>reimbursable.</i>						
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>  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 <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , 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
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i>	X	X	X	X	X	X
<b>Parking Fees at a Terminal.</b> 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
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>  1. <u>Reimbursement Eligibility</u> a. <u>General.</u> Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member’s and/or employee’s). b. <u>Uniformed Member.</u> 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 as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. c. <u>Civilian Employee.</u> Reimbursement authority is for an employee who is:	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>(1) A U.S. citizen (<b>NOTE: An eligible dependent(s) does not have to be a US citizen.</b>)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. See item 5 below.</p> <p>d. <u>Dependent</u> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. <u>Acquired Dependent (Uniformed Member Only)</u>. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees</u>. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristic, that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Fee for Visa, Green card, and Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>*9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of <u>U.S. passports</u> 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 for international air 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 <u>regular fee passport</u>. See <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the</p>						

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from <a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations</u>. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
<b>Personal Expenses.</b> <i>Personal expenses are not reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
<b>Pet Quarantine.</b> See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
<p><b>Phone Calls (Official)</b></p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a>).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X	X	X
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.						
<b>Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked.</b> 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
<b>Registered Traveler Membership Fee.</b> 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.						
<b>Registration Fee.</b> 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
<b>Rental Car Administrative Fees.</b> Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257</a> ).		X		X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<u>(1935)</u> . This does not cover any materials. See mission-related expenses.						
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO/TMC, 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
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
<b>Tips for Handling GOV'T Property.</b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
<b>Transportation to/from Terminal.</b> 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
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
<b>Visa and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

**PART I: DOD 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 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 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	<u>NOTE</u>
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	11
<b>Alaska</b> (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		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	NA	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	10
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	10
<b>Azores</b> (See Portugal)				
<b>Bahamas</b>				
Andros Island	24	24		
<b>*Bahrain</b>	24	12		*14
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	NA	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	15
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	10
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	NA	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b>	NA	12		
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	12
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	NA	12		
<b>Egypt</b> (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		
<b>El Salvador</b>	NA	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	11
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	11
<b>Gibraltar</b>	36	24		
<b>Greece</b> (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		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	11
<b>Hawai'i</b> (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	NA	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (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		
<b>India</b>	24	12		
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Ghedì	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		
<b>Jamaica</b>	24	12		
<b>Japan</b> (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	
<b>Johnston Atoll</b>	NA	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	4, 7
Chongju AB	NA	12		4
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		4, 5, 6
Gwangju AB (ROK)	NA	12		4
Joint Security Area	NA	12		4
Kunsan AB (US)	NA	12		4
Mujak/Pohang	NA	12		4
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
<b>Kuwait</b>	24	12		9
<b>Kyrgyzstan</b>	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>Laos</b>	NA	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	15
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	NA	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	NA	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
<b>Morocco (except as indicated)</b>	24	15		
Casablanca	24	12		
Errachidia	NA	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	NA	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa (See Japan)</b>				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama (except as indicated)</b>	36	24		
Galeta Island	NA	12		
<b>Paraguay</b>	24	18		
<b>Peru (except as indicated)</b>	36	24		
Lima MAAG	30	18		
<b>Philippines (except as indicated)</b>	NA	12		
Metropolitan Manila	24	18		
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal (except as indicated)</b>	36	24		
Azores Islands	24	15		
<b>Puerto Rico (except as indicated)</b>	36	24		
Caguas	36	18		
Isabela	36	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	NA	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	11
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		8
Eskan Village, Riyadh	24	12	07-18-08	13
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	11
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	11
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (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		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
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		
Yumurталik	NA	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	NA	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
<b>Yemen, Republic of</b>	36	24	06-30-08	15
<b>Zaire</b> (See Democratic Republic of Congo)				

**NOTES:**

1. Tour-length policies for a 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.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available. With a Secretarial OHA waiver, a member in a non-Key Billet accompanied tour is receives OHA for the location at which the family lives in Korea.
  6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
  7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
  8. Due to threat levels, dependents are not currently authorized at this location.
  9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
  10. 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.
  11. "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.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
  13. 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).
  - \*14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must 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).
  15. May be accompanied by adult dependents age 18 years or older.

**PART III: DOD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY**

*See JTR, Ch 5, Part A for applicable regulations.*

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and
2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this APP. See JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, see APP Q, Part IV, par. A.

E. Tour Lengths

***NOTE: Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.***

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Afghanistan</b>	X			
<b>Alaska</b>				
Adak				X
Aleutian Islands				X
Isolated Mainland Bases				X
Kodiak Island				X
<b>Ascension Island</b>				X
<b>Australia</b>				
Northwest Cape	X			
<b>Azores (See Portugal)</b>	X			
<b>Bahamas</b>				
Andros Island	X			
<b>Bahrain</b>	X <sup>1 7</sup>	X <sup>2</sup>		
<b>Bosnia-Herzegovina</b>	X			
Banja Luka	X <sup>8</sup>			
<b>British Indian Ocean Territory</b>				
Diego Garcia Island				X
<b>Bulgaria</b>		X <sup>2</sup>		
<b>Burma (See Myanmar)</b>				

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Canada</b>				
Newfoundland & Labrador				
Gander				X
Argentina	X <sup>1</sup>	X <sup>2</sup>		X
Northwest Territories				X
St. Anthony				X
<b>Christmas Island</b>				X
<b>Commonwealth of the N. Mariana Islands</b>				
Saipan	X			
<b>Croatia</b>	X			
<b>Cuba</b>				
Guantanamo Bay	X <sup>1</sup>			X <sup>2</sup>
<b>Democratic Republic of Congo (formerly Zaire)</b>	X			
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Dominican Republic</b>	X			
<b>Egypt</b>	X <sup>1</sup>			X <sup>2</sup>
<b>El Salvador</b>		X <sup>2</sup>		
<b>Eniwetok (See Marshall Islands)</b>				
<b>Ethiopia</b>				X
<b>Finland (all locations outside Helsinki)</b>	X			
<b>Greece</b>	X			
<b>Greenland</b>		X		
<b>Guam</b>	X			
<b>Haiti</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Honduras</b>		X <sup>2</sup>		
<b>Hong Kong</b>	X			
<b>Hungary (eff 11-25-08)</b>				
Papa	X <sup>1</sup>		X <sup>2</sup>	
<b>Iceland</b>	X <sup>3</sup>			X <sup>2 5</sup>
<b>Indonesia</b>				X <sup>2</sup>
<b>Iran (except as indicated below)</b>				X
Isfahan	X			
Tehran	X			
<b>Israel</b>	X <sup>1</sup>	X <sup>2</sup>		
<b>Italy</b>				
Sardinia (La Maddalena)	X <sup>3</sup>	X <sup>4 5</sup>		
Sicily (Comiso and Ragusa)	X <sup>3</sup>	X <sup>4 5</sup>		
<b>Japan</b>				
Iwo Jima				X
Kure	X <sup>1</sup>			X <sup>2</sup>
Ryukyu Islands	X <sup>1</sup>			
Wakkanai	X <sup>1</sup>			X <sup>2</sup>
<b>Johnston Atoll</b>	X <sup>3</sup>			X <sup>2 5</sup>
<b>Jordan</b>	X			
<b>Korea</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Kuwait</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Kwajalein (See Marshall Islands)</b>				
<b>Laos</b>	X			
<b>Liberia</b>	X <sup>8</sup>			
<b>Libya</b>		X		
<b>Mahe Island (See Seychelles)</b>				
<b>Marshall Islands</b>				
Eniwetok				X

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Kwajalein	X			
<b>Mexico</b>				
Coatzacoalcos	X <sup>1</sup>	X <sup>2 5</sup>		
Vera Cruz	X <sup>1</sup>	X <sup>2 5</sup>		
<b>Midway Islands</b>				X
<b>Montenegro</b>	X			
<b>Morocco</b>	X			
<b>Myanmar</b>	X			
<b>Nigeria</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Oman</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Pakistan</b> (except as indicated below)		X		
Islamabad				X <sup>2</sup>
Karachi				X <sup>2</sup>
Lahore				X <sup>2</sup>
Peshawar				X <sup>2</sup>
<b>Panama</b>	X			
<b>Philippines</b>	X			
<b>Portugal</b>				
Azores	X			
<b>Puerto Rico</b>	X			
<b>Romania</b>		X <sup>2</sup>		
<b>Qatar</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Russia</b>				
Moscow	X			
<b>Saudi Arabia</b>	X <sup>1 6</sup>			X <sup>2</sup>
<b>Serbia</b>	X			
<b>Seychelles</b>				
Mahe Island				X
<b>Somali Republic</b>		X		
<b>Taiwan</b>	X			
<b>Thailand</b>	X <sup>1</sup>			X <sup>2</sup>
<b>Turkey</b> (except as indicated below)	X			
Cakmakli				X <sup>2</sup>
Corlu				X <sup>2</sup>
Diyarbakir				X <sup>2</sup>
Izmir				X <sup>2</sup>
Murs				X <sup>2</sup>
Ortakoy				X <sup>2</sup>
Sinop				X
<b>Venezuela</b>	X			
<b>West Indies</b>				
Eleuthera Island				X
Grand Bahama Island				X
Grand Turk Island				X
Mayaguana Island				X
San Salvador Island				X
St. Lucia Island				X
<b>Yemen, Republic of</b>				
Sanaa	X <sup>3 8</sup>			X <sup>2 5</sup>
<b>Zaire</b> (See Democratic Republic of Congo)				

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

**3/** For an employee on an initial service agreement authorized, and accompanied by, a dependent.

**4/** For an employee on an initial service agreement not authorized to have a dependent present.

**5/** For an employee serving on a renewal agreement.

**6/** PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee 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. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

**\*7/** USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee 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. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

**8/** May be accompanied by adult dependents age 18 years or older.

## 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](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). 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.

**\*NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.**

Step 1	Add the locality <u>meal rate</u> and <u>GMR</u>	\$36.00 + \$10.80 = \$46.80
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	\$46.80 ÷ 2 = \$23.40 * (Rounded up to \$24.00)
Step 3	Add Step 2 total to the CONUS incidental expense rate	*\$24.00 + \$3.00 = \$27.00
Step 4	Proportional Meal and Incidental Expense Rate	*\$27.00

\*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem 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 \$27.00 for the second day. **NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).**

<b>ITINERARY:</b>		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
<b>REIMBURSEMENT:</b>		
<u>Day</u>	<u>Computation</u>	<u>Total</u>
Day 1	\$55 + [(\$39 (M&IE) x 75 %) = \$29.25] =	\$ 84.25
Day 2	*\$55 + \$27 (PMR) =	*\$82.00
Day 3	\$39 x 75% =	29.25
<b>TOTAL</b>		<b>*\$ 195.50</b>