

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)**Change 274 — 1 October 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 October 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

PATRICIA C. ADAMS

Deputy Assistant Secretary of the Navy
(Civilian Human Resources)
Performing the Duties of the ASN(M&RA)

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: 49-09(E); 50-09(E); 60-09(I); 61-09(I); 65-09(I); 67-09(I); 68-09(I); 70-09(I) through 73-09(I); and 75-09(I).
- E. Brief of Revision. The following are this month's major revisions:

Introduction; U4179-A5; U10000-C5; U10022-C2d; U10422-B1e. Changes the Air Force and Coast Guard addresses.

U3015-A2. Corrects grammatical error.

U3130-A; APP O, par. T4025-A; APP P2-D3. Add CBCA decision for restricted/unrestricted coach class contract fares.

U3415-C; APP G. Authorizes/approves reimbursement for use of a toll collection transponder ICW a rental car when such service is deemed necessary for official TDY travel when approved by the AO.

U4105-F. Adds a cross reference indicating that city-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave begins.

U4174-A; APP O, par. U4030-I. Add TDY for training, in addition to business travel, to travel types the AO may authorize periodic return trips home on weekends when TDY is more than three weeks. This was inadvertently omitted by MAP 86-08 which was effective 1 July 09.

U5246-A; U5415. Modify wording in JFTR, pars. U5246-A and U5415 to reflect the use of the word "approve" as well as authorize.

U5260-A2; U5260-B4. Correct the paragraph reference to U5203 to U5201 in paragraph U5260 – par. U5203 was renumbered par. U5201 by MAP 130-08 in the 1 December 2008 change.

U9185-E and H. Updates TLA Computation Tables.

U9195-C. Adds PDTATAC to the address line.

U10104-G3e. Corrects name from ‘USCG Personnel Center’ to ‘USCG Pay and Personnel Center.’

APP H1; APP H2A; APP T. Reissues Travel Purpose Identifiers IAW the Federal Travel Regulation.

APP S. Adds Monrovia, Liberia as an authorized FEML location.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 274

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.

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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 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. UI1010), 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, and 5154.29, and DoD instructions such as DoDI 1315.18, and 1327.06; 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 STOP 7801, Washington, DC 20593-7801
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 STOP 7801, Washington, DC 20593-7801;
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>.

PART A: APPLICABILITY AND GENERAL RULES

U3000 SCOPE

A. Applicability. This Chapter applies to all travel incident to TDY and PCS by any transportation mode. It prescribes rules concerning accommodations a member or dependents may use on a specific mode, U.S.-certificated carrier use, travel agency use, transportation expense reimbursement, travel within and around a member's TDY or PDS location, and accompanied baggage transportation authorization.

B. Transportation Mode. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. GOV'T (including foreign GOV'T) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial (including GOV'T-contracted) aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC,
4. Special conveyance,
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DODD 4500.56, DOD Policy on Use of GOV'T Aircraft and Air Travel, Enclosure 2.

U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), ship (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and special conveyance cost. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Ch 4, Part B or Part C.

U3002 DIRECTING TRANSPORTATION MODE

NOTE: Throughout par. U3002 and the rest of these regulations, users must remember that it is MANDATORY DOD policy to use CTOs for all official transportation requirements.

A. General. The AO official may direct the use of one or more transportation modes for a member on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (see par. U5107) for an individual PCS move. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost.

NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4. See par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Ch 3, Part E.

U3003 AUTHORIZED MODE

The AO, when not required to direct the transportation mode, ordinarily determines the authorized transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the AO fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

U3005 TRAVEL TIME

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by GOV'T conveyance (except GOV'T automobile) and/or common carrier obtained by ***GOV'T-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, NTE the allowable travel time for the directed transportation mode.

C. POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC if to the GOV'T's advantage, and
- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. GOV'T vehicle.

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. See par. U5160-E ICW additional travel time.

D. Travel by Aero Club. When a travel authorization/order does not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T's Advantage. If a member travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3305-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3305-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T's Advantage. If a member travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3305-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total time cannot exceed that authorized in par. U3305-A for commercial transportation for the official distance of the ordered travel.

F. Travel by Special Conveyance. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

U3006 TRAVEL SCHEDULE

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being; and
6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

U3010 SEPARATE JOURNEYS

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. Passenger port of embarkation (POE),
4. Passenger port of debarkation (POD),
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. A designated place,
11. A COT leave location,
12. POV loading port/VPC,
13. POV unloading port/VPC, and
14. POV storage facility.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. Par. U3015 prescribes transportation authority for accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. See APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations are:

1. Does not include pets (see par. U5810-D); and

*2. A traveler who purchases an airline ticket to accommodate circuitous or personal convenience travel in conjunction with official travel is not authorized reimbursement for excess baggage costs that would not be incurred if GOV'T-procured airline tickets were available and used. See par. U2010.

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

1. Family size; or

2. A traveler with a disability/special needs (i.e., ambulatory or respiratory aids); or

3. Professional article(s)/materiel required for the performance of official duties at the TDY/next PDS location.

C. Baggage Cost Payment. See APP G regarding excess accompanied baggage expenses reimbursement.

1. Excess Accompanied Baggage Transportation Charges. Excess accompanied baggage transportation costs may be paid only when authorized/approved under par. U3015-B IAW a Service's policy. Excess accompanied baggage charges that have been authorized before travel occurs may be included in documents for GOV'T-procured transportation, or the member may be reimbursed for the charges.

2. Accompanied Baggage Transfer. Itemized necessary accompanied baggage transfer expenses are reimbursable except when the member is receiving TDY mileage or MALT.

3. Accompanied Baggage Checking and Handling. Itemized accompanied baggage checking expenses are reimbursable except when the member is receiving TDY mileage or MALT. See APP G for accompanied baggage handling tip reimbursement.

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

D. Return of Accompanied Baggage that Was Part of a Troop Movement to the Member. When a member's accompanied baggage is shipped as part of a troop movement but the member's name is later deleted from the movement authorization/order, an expedited transportation mode may be used to return or forward the accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

SECTION 1: GENERAL

U3100 GENERAL

A. Transportation Policy

1. General. *It is GOV'T policy that economy-class (less than premium-class) accommodations should be used for all passenger transportation modes.* See pars. U3125, U3130, and U3135 for exceptions.
2. Prudence. Each member must and each dependent should exercise the same care in incurring expenses paid by GOV'T funds as a prudent person would when traveling on personal business at personal expense.
3. GSA City-Pair Program/Airfares. See APP P. *Contract city-pair program regulations are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.cfm>.*
4. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for that portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
9. Dependent Seating. Each dependent is allowed a seat.
10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) airlines do not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY authorization/order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a *non-PDS* location:

1. The member is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair airfare, if available (not the capacity-controlled city-pair if both airfares are available).

NOTE: See par. U4105-F for TDY travel/transportation allowances when a TDY authorization/order is received while a member is on official leave.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see APP P.

U3110 PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT

NOTE 1: Throughout par. U3110, users must remember that it is MANDATORY DoD and NOAA Corps policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. Par. U1055 applies to those who violate policy.

NOTE 2: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under APP G. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO/TMC is reimbursable under APP G.

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO/TMC, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the member is authorized transportation cost reimbursement in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses GOV'T-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.***

B. GOV'T/GOV'T-contracted Transportation/In-house or CTO/TMC Is Available. When GOV'T/GOV'T-contracted transportation/in-house or CTO/TMC (see APP A for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel authorization/order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination (e.g., There is often no city-pair airfare connecting origin and destination. Several policy airfares (see APP A) (between several origins/destinations) must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.), the constructed transportation cost is limited by the policy-constructed airfare (with the par. U3125-B1f exception). YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

C. GOV'T/GOV'T-contracted Transportation/In-house or CTO/TMC Is Not Available. When GOV'T/GOV'T-contracted transportation/in-house or CTO/TMC (see APP A for definition) service is not available and the traveler procures common carrier transportation at personal expense, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed commercial transportation cost between authorized points. ***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.***

D. Transoceanic Travel - GOV'T/GOV'T-procured Transportation Is Available. When travel by GOV'T/GOV'T-procured transportation is authorized (*except member PCS transoceanic travel - see par. U5108-A*) and transoceanic travel is performed by common carrier at personal expense, the traveler is authorized reimbursement for the transportation NTE the amount that would have been paid for the available GOV'T/ GOV'T-procured transportation. If both GOV'T and GOV'T-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When GOV'T/GOV'T-procured transportation is not available, the traveler is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO/TMC use) cost NTE the policy-constructed airfare (see APP A) available over the direct route between the origin and destination. If air travel is medically inadvisable, see par. U3130.

E. Transoceanic Ferry Fares. When a traveler on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the GOV'T, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

*A. CTO/TMC Use

1. Mandatory Policy

**a. It is DoD mandatory policy that a DoD Uniformed Service member use an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110. A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense without prior proper authorization.*

**b. A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs. *NOTE: This does not establish the _CA as the basis for policy-constructed airfare – that remains the YCA.*

2. Service Regulations. See Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when a member and/or an AO fails to follow the regulations concerning CTO/TMC use. See par. U1055.

*b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a member and/or AO acquires/allows a YCA airfare to be acquired when there is a _CA airfare available that meets mission needs. (Adapted from [CBCA 1511-TRAV, 7 May 2009.](#))

*c. 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 the exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation. See pars. U3110-A NOTE, and U5108-A.*

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. A CTO/TMC (see APP A), or
 - b. In-house travel offices, or
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 that supplement the DoDD and the DoDI.

C. Non-U.S.-certificated Ship or Aircraft Transportation. Transportation on a non-U.S.-certificated ship or aircraft must **not** be authorized/approved unless the par. U3125-C or U3130-F conditions are met.

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) airfare that meets mission requirements.

NOTE 1: 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. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO/TMC is reimbursable under APP G.

NOTE 2: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member 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.

NOTE 3: 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 authorization/order 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 authorization/order is issued; however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO as soon as possible.

U3122 UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. A member who returns unused GOV'T-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Ch 3 and Chs 4 and 5 if otherwise authorized.

B. Cost to the GOV'T Involved. When cost to the GOV'T is involved, the cost for any sleeping or parlor car accommodations furnished and used, and/or the cost of shipping baggage on tickets without the passenger must be deducted from the amount otherwise payable to the member in par. U3122-A for the travel involved.

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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 reimbursable transportation expenses.

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, Suite 800
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](#)

1. [Reimbursable Expenses](#)

a. ***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.***

- b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.
- c. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G:
- (1) Rental cost, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft 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 GARS called for in the DTMO rental car agreements; garage (POC parking is a separate miscellaneous reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
 - (3) Mandatory rental car insurance coverage required in foreign countries.
 - (4) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate as a miscellaneous reimbursable transportation expense. The claim must be adjudicated as payable per the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DoD Services.
- *d. The AO has authority to authorize/approve the following rental-related expenses when a special conveyance/rental vehicle is authorized/approved for official business. **Reimbursement for purchase of any items is not authorized.**
- (1) 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.
 - (2) Global Positioning System (GPS) rental when necessary for the official use.
 - * (3) Toll Collection Transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). **Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.**

2. Rented Automobile Insurance

NOTE: See par. U3415-B1c for information on other vehicles that 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.

- a. Insurance Cost. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:
- (1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or
 - (2) Certain classified special operations are involved.
- b. Rented Motor Vehicle Damage. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to car rental

companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. *Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*

c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted IAW the DoD Financial Management Regulation, Volume 9, Chapter 4 (found at website <http://www.dtic.mil/comptroller/fmr/>), or appropriate Service regulations for the non-DoD Services. Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

3. Special Conveyance Receipts. See par. U2500-B.

NOTE:

1. A traveler is not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is the only vehicle 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. 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.

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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 PDS departure/return days that are reimbursed IAW 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 front gate location for the reservation, station or other established area. Refer to the [U.S. Census Bureau website](http://www.census.gov) (<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 related travel, 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 IS 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 PDS limits. 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 per diem 'IE' payment 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 paid 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 per diem 'IE' payment IAW par. U1035 for a member hospitalized within the PDS local area.

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 paid 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 a 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 field duty periods;
2. Member is participating in the operation advance planning or critique phase; 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, must 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 occasional meals and QTRS are paid 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 to the member prior to the member's departure on leave.*** If the TDY is known by the member 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. See APP P2.***

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 percentage) of the locality per diem allowance rate (plus CONUS lodging tax as a miscellaneous reimbursable 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 percentage) per diem. ***Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling and is not a 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 reports to the 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 miscellaneous reimbursable expense.

The contingency reduced flat rate per diem allowance is set at 55% or \$143 ($\$259 \times 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 \times .5 = \99) plus the appropriate lodging tax.**

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ($\$61 \times 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.

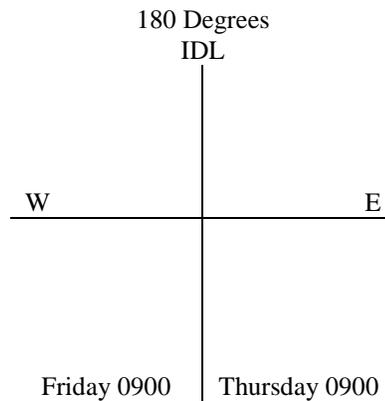
Pay the departure TDY day to the PDS - \$45.75 ($\$61 \times 75\% = \45.75).

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 will 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 + \$90 = \$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 + \$72 = \$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 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 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% 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 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 Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a miscellaneous reimbursable expense. See APP G. The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.

Per Diem Rates for This Example

<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165

Reimbursement for the Location A Apartment for 5 days

<u>Lodging Cost</u>	<u>Number of Days</u>	<u>Total</u>
\$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):

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$95	\$46	\$141 plus lodging tax (see <i>NOTE</i>)

Second thru Fifth Day

(Lodging cost + M&IE/day) x 4 days

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax (see <i>NOTE</i>)

Return day to Location A

(Lodging cost + M&IE)

<u>Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$45	\$46	\$91

EXAMPLE 2			
<i>NOTE: Lodging tax is not a miscellaneous reimbursable expense in addition to per diem when TDY is in a foreign area.</i>			
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 Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.			
Per Diem Rates for 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 <i>NOTE</i>)	
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 <i>NOTE</i>)	
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.

U4140 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is to be 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. If paid under DTS, the CTO should be used to make these arrangements unless the CTO does not provide this service. See pars. U4131, U4137, and U4141.

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

When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the 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.**

<u>Example</u>	
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

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 incidental expense rate unless the \$3.50 incidental expense 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.

A. Locality Rate. Applicable [per diem rate](#) for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the [M&IE rate](#) for the locality concerned.

B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus the Locality Incidental Expenses Rate. The GMR plus IE 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.

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.

D. OCONUS IE

1. Except for Coast Guard members, the OCONUS locality [IE rate](#) is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 must be stated on the authorization/order for it to be paid.***

2. For Coast Guard the OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (see <http://www.defensetravel.dod.mil/perdiem/pdrates.html>), 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:

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

b. ***Not adequate when the member is lodged on a U.S. INSTALLATION. The locality incidental expense rate (see <http://www.defensetravel.dod.mil/perdiem/pdrates.html>) 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 incidental expense rate unless the \$3.50 incidental expense 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 incidental rate 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

M&IE of 75% of the [M&IE rate](#) for the TDY location is payable for each travel day. 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 on each day (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). If lodging must be obtained, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under par. U4159 when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area these rules or rules for over 24 hours apply.*** See par. U4510 for occasional meals authority.

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 GOV'T dining facility/mess use is essential to accomplish training and readiness. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day. 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. PMR Application. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals is/are provided. See APP R, Part II, par. J. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). ***A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.***

B. Deductible Meal. 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) is/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). **NOTE: A negotiated rate should fall either within the locality lodging rate, or if declared (see APP R), within the conference lodging rate. If the negotiated rate exceeds the locality (or conference) lodging rate, an AEA lodging rate should be provided to cover the higher lodging rate that includes the meal(s).**

NOTE: A continental breakfast is a deductible meal if it otherwise qualifies above.

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

D. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the member:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may request substantiating documentation from the appropriate professional authority), and
2. Attempted, but was unable, to make, alternative meal arrangements for a substitute meal, and
3. Must purchase a meal that satisfies the medical requirements or religious beliefs.
4. Is unable to eat the deductible meal due to mission.

U4167 NON-DEDUCTIBLE MEALS

A. Non-Deductible Meal. 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. Meals Provided/Consumed. 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. Lodging tax in CONUS and non-foreign OCONUS areas is a 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. Lodging tax in foreign areas is not a 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.					
<i>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.</i>					
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 2 nd 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			
<p>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.</p> <p>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.</p> <p>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.</p> <p><i>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.</i></p>			
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

U4174 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. U4174, "extended TDY" means directed travel of 3 or more weeks.

*2. A member on extended TDY (other than deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the member commutes daily to the PDS, on weekends or other non-workdays.

3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the member remained at the TDY location.*

4. *Authorized return to the PDS or place of abode is not authorized for Coast Guard.*

B. Authorized Return

1. *A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons and returns to the TDY location is not authorized reimbursement for transportation expenses. See par. U4176.*

2. A statement that return travel is authorized must be included in the travel authorization/order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the member's regular duty hours or during authorized leave periods.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4175.

C. Lodgings Retained at TDY Location.

1. Lodging Retained at TDY Location during Voluntary Return. If the member retains lodging at the TDY location during a voluntary (per par. U7175) return, the member is financially responsible for the retained room cost while gone except IAW pars. U7225 or U7226.

2. Lodging Retained at TDY Location during Authorized Return. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

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

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

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

If authorized/approved, the costs of lodging retained at the TDY site are paid as a miscellaneous reimbursable expense (up to the maximum lodging rate). See par. U7225 for lodging reimbursement if TDY supports a contingency operation.

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 miscellaneous reimbursable expense. OCONUS foreign lodging tax is not a 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).			
<i>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).</i>			
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	$\$65 + (\$39 \times 75\%) =$		\$94.25
24 to 26 June	$\$65 + \$39 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
27 June	$\$39 \times 75\% =$		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$65 + (\$39 \times 75\%) =$		\$94.25
30 June-2 July	$\$65 + \$39 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
3 July	$\$39 \times 75\% =$		\$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	$\$65 + (\$39 \times 75\%) =$		\$94.25
24 June-2 July	$\$65 + \$39 = \$104/\text{day} \times 9 \text{ days} =$		\$936.00
3 July	$\$39 \times 75\% =$		\$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 IE rate 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	$\$6 + (\$39 \times 75\%) =$	\$35.25
10 July	$\$6 + \$10.80 + \$3 =$	\$19.80
11 July	$\$39 \times 75\% =$	\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)	\$0.00
13 July	$\$6 + (\$39 \times 75\%) =$	\$35.25
14-15 July	$\$6 + \$10.80 + \$3 = \$19.80/\text{day} \times 2 \text{ days} =$	\$39.60
16 July	$\$39 \times 75\% =$	\$29.25
2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.55/\text{mile} =$		\$407.00
Actual Cost Total		\$595.40

Constructed Cost

9 July	$\$6 + (\$39 \times 75\%) =$	\$35.25
10-15 July	$\$6 + \$10.80 + \$3 = \$19.80/\text{days} \text{ times } 6 \text{ days} =$	\$118.80
16 July	$\$39 \times 75\% =$	\$29.25
1 round trip of 370 miles (official distance) $\times \$0.55/\text{mile} =$		\$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 miscellaneous reimbursable expense 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, but may not be further redelegated. ***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/A1PA, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
- *5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
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)**
ATTN: E&S Branch
4601 North Fairfax Drive
Suite 800
Arlington, VA 22203-1546

Foreign OCONUS Locations

Department of State
Director of Allowances
State Annex 29, Room 262
Washington, DC 20522-2902

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 12 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. INSTALLATION – 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. U4105-I or 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/, 4/	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 lodging tax reimbursement.	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/, 4/	75 % of the M&IE rate for TDY locality 1/ plus lodging 2/, 4/ 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.

(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. U4105-I or U4177.
Per Diem for Whole Travel Days 5/	M&IE applicable to the CONUS TDY locality (unless the AO specifies the PMR for deductible meals) plus the cost of lodging	M&IE plus the cost of GOV'T QTRS. (M&IE may be at the rate prescribed for the TDY locality, or PMR plus \$3 if the AO specifies the	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality 2/ (unless the AO	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 the AO	M&IE plus the cost of lodging NTE the cost of GOV'T QTRS (Lodging tax is not reimbursable). (M&IE may be at (1) the rate	Per diem at the rate authorized under par. U4105-I or U4177.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 12 Hours						
Footnotes: See table # 4						
	NTE maximum rate prescribed for the TDY locality. ^{2/}	PMR based on 1 or 2 deductible. ^{1/}	specifies the PMR plus \$3 when 1 or 2 deductible meals are provided ^{6/} – par. U4165-1)	specifies in advance the GMR, (3) PMR plus \$3 if the AO specifies in advance the PMR, or (4) no amount for meals plus \$3 when the AO directs essential unit messing or 3 deductible meals (see par. U4400 for GOV'T dining facility/ mess use/ availability) (see par. U4149 for M&IE rate determination))	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 or 3 deductible meals (see par. U4400 for GOV'T dining facility/ mess use/ availability) (see par. U4149 for M&IE rate determination))	

(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 location (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. U4105-I or U4177.
Per Diem for Whole Travel Days ^{5/}	M&IE ^{3/} applicable to the OCONUS TDY locality (unless the AO specifies the PMR for deductible meals) plus the cost of lodging ^{4/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T QTRS. (M&IE may be at the rate prescribed for the TDY locality, or PMR plus locality or \$3.50 IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. ^{1/})	M&IE ^{3/} applicable to the OCONUS TDY locality plus the cost of lodging ^{4/} NTE the maximum rate prescribed for the TDY locality. (If the AO specifies the PMR when 1 or 2 deductible meals are provided, the M&IE is PMR plus locality or \$3.50 IE ^{6/} – par. U4165-1)	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus locality or \$3.50 IE, (2) Standard GMR plus locality or \$3.50 IE ^{3/} , if directed in the authorization/order, (3) PMR plus locality or \$3.50 IE ^{3/} , if directed in the authorization/order, or (4) no amount for meals plus locality or \$3.50 IE ^{3/} when the authorization/order directs essential unit messing or 3 deductible meals (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 ^{4/} . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus locality or \$3.50 IE ^{3/} , if directed in the authorization/order, (3) PMR plus locality or \$3.50 IE ^{3/} , if directed in the authorization/order, or (4) no amount for meals plus locality or \$3.50 IE ^{3/} when the authorization/order directs essential unit messing or 3 deductible meals (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. U4105-I or 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. U4105-I or U4177.
Per Diem for Return Day to PDS^{5/}	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, 4} 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 incidental 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 miscellaneous reimbursable expense in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

3/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the authorization/order.

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

5/ (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 miscellaneous reimbursable 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 miscellaneous reimbursable expense for *OCONUS* travel and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

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

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PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's authority for personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes authority for dependents' travel and transportation, HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non-PCS travel allowances, see Ch 7.

B. Travel Covered. This Chapter discusses the following PCS travel types:

1. Transfer. Travel ICW a transfer from one station to another for permanent duty.
2. Change in Home Port or PDS Location of a Unit. Travel ICW a ship's home port or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
 - a. Appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. An RC member being called (or ordered) to active duty (including duty for training) for 20 or more weeks at one station;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
 - d. Enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
 - a. Discharge, resignation, or separation from the Service under honorable conditions;
 - b. An RC member's release from active duty (including active duty for training) to which called for 20 or more weeks at one station;
 - c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - d. Retirement; or
 - e. Temporary disability retirement.
5. Travel (other than TDY) Not Directly Related to a PCS Order. In addition to PCS allowances, this Chapter includes dependents; travel and transportation allowances, and HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. This Chapter applies to PCS of all regular and RC members.

B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated.

1. A cadet or midshipman. See par. U7000.
2. An applicant and a rejected applicant of the regular service. See par. U7025.

3. An RC member. See par. U7150.
4. A member whose enlistment has been voided. See par. U7375.

C. Persons Not Covered. The following personnel categories are not authorized PCS allowances.

1. An absentee or straggler being returned to the PDS. See par. U7400.
2. A member discharged under other than honorable conditions. See par. U7500.
3. A prisoner. See par. U7451.

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel and transportation allowances. Parts B through H of this Chapter prescribe specific allowances. Allowances depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an authorization/order, the GOV'T either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, a member selects the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an authorization/order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Ch 5, Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status. See par. U5310-B.

1. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS.
2. The Service concerned may administratively limit the amount transported. See par. U5315. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be transported to the new PDS if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. The member may place HHG within the PCS HHG weight allowance, precluded from shipment due to an administrative weight restriction, in NTS at GOV'T expense until the next PCS.
3. PCS HHG transportation authorizes a member to SIT unless prohibited, until the member arranges for a new permanent residence. SIT may be authorized at any combination of origin, in transit, or destination. See Ch 5, Part D.

See JTR, par. C5154-J for HHG transportation for a DoD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.

D. Unaccompanied Baggage Transportation. See APP A definition of baggage, unaccompanied. The Services concerned may limit unaccompanied baggage weight. See Ch 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in a ship's home port or mobile unit's PDS location, may be authorized to have one POV, owned or on a long-term lease by the member or dependent(s), transported to the VPC serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Ch 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member authorized HHG transportation, is authorized any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Ch 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Ch 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by a member and dependents incident to a PCS. See Ch 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension may be authorized/approved using the Secretarial Process. An explanation of the circumstances justifying the extension must include the following:

1. The specific additional time period.
2. A description of the circumstances that prevent use within the prescribed time. ***NOTE: The extension must be for the shortest time appropriate under the circumstances.***
3. Acknowledgement that the extension is not being granted merely to accommodate personal preferences or convenience (DoD/GC #99-1).
4. ***An extension must not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation or release from active duty or retirement unless a member's certified on-going medical condition prevents relocation of the member for longer than 6 years from the separation/retirement date.***
5. ***An extension must not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured, unless a member's certified on-going medical condition prevents relocation of the dependent(s) for longer than 6 years from the notification date.***

NOTE: An extension under 'Other Deserving Cases' (see par. U5130-B4) for any reason may not be for more than 6 years from the date of separation or release from active duty or retirement.

J. Home of Selection. ***Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.***

K. PCS Authorization/Order. For an authorization/order to be a PCS authorization/order it must in fact direct a PCS. A document directing a change of activity at the same PDS is not a PCS authorization/order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in APP A.

L. Delayed/Deferred Use of PCS Allowances. The member may elect not to move dependents and HHG (or a mobile home in lieu of HHG) when authorized. However, dependents' travel and transportation allowances for still-eligible dependents and HHG (for some or all of the HHG) or mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders. Allowances are limited to the greater of the distances in items 1 and 2. *The previous sentence does not provide for transportation of non-command-sponsored dependents from an OCONUS PDS.*

1. To the new PDS from the former PDS from which the dependents and/or HHG (or mobile home) were not moved, or
2. From the current PDS from which the member is being ordered.

See par. U5201-A2 regarding dependent transportation, par. U5310-A3 regarding HHG transportation, and par. U5500-D regarding mobile home transportation.

U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

1. A member, authorized dependents' travel and transportation allowances under par. U5201, is authorized MALT at the rate in par. U2605-B when travel is performed. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.
2. Except as in par. U5015-B, the MALT rate authorized for dependents' travel is for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***
3. MALT payment does not affect transportation-in-kind for other dependents.

B. Reimbursement for the Use of more than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Authorization/approval documentation should be made IAW Service procedures
2. MALT and Ferry Fares
 - a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.
 - b. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each one-way official distance from the old to the new PDS.

U5020 ADVANCE OF FUNDS

Ch 5 (Parts B, C, D, E2, F, G, and H) authorizes travel and transportation allowance advance payment for a member and dependents, HHG and mobile home transportation, POV storage, DLA and TLE. See par. U1010-B5. See par. U9155 for TLA and par. U10105-B for OHA advance payment.

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/										
Table U5A-1										
Movement Situation	Mbr Travel Part B	Dep Travel Part C	HHG Transp Part D	NTS 2/ Part D	POV Shipment 3/ Part E1	POV Storage 24/ Part E2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to 1 st PDS	Yes	Yes	Yes	Yes 8/	No 9/, 10/	Yes	Yes	No	Yes	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Mbr Married to Mbr Couples CONUS to CONUS To/from OCONUS	Yes(each) Yes(each)	Yes (each) Yes (each)	Yes (each) 13/ Yes (each) 13/, 14/	Yes (each) 8/ Yes (each)	No 10/ Yes (each)	No Yes	Yes 15/ No 12/	See par. U5630-E & Table U5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 16/ Mbr completed 90% of 1 st term Mbr did <i>not</i> complete 90% of 1 st term	Yes Yes 17/	Yes Yes 17/	Yes Yes	Yes 18/ Yes 18/	No 19/ No 19/	No No	Yes Yes	No No	No No	Yes 25/ Yes 25/
Separated under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 25/
Retired with pay (incl for disability); discharged with severance/separation pay; involuntarily released from active duty with readjustment/separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 25/

- 1/ *This table is a general guide to basic travel and transportation allowances in various PCS situations. Ch 5, Parts B, C, D, E, F, G, H, and I prescribe the specific allowances and must be used to administer travel and transportation allowances ICW a member's PCS.*
- 2/ For the time limitation of NTS for a PCS authorization/order, see par. U5380.
- 3/ The member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4/ A member must meet the conditions in par. U5500 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5/ The member must meet eligibility criteria in par. U5605 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate. See pars. U5605 and U5610. A member without dependents assigned to GOV'T quarters at the new PDS is *not* authorized DLA. See par. U5605.
- 6/ A member must meet eligibility criteria in par. U5705 to be authorized a TLE allowance. See par. U5710 for maximum authorized periods.
- 7/ TLA is only authorized under the conditions specified in par. U9155. See Ch 9, Part C, for the maximum authorized periods.

- 8/ When member requests NTS as an alternative to transportation, NTS must be in the GOV'T's best interest. See par. U5380-C.
- 9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10/ See par. U5415 for exceptions under which a POV may be transported at GOV'T expense within CONUS.
- 11/ Except when the member's first PDS is OCONUS.
- 12/ Mobile home transportation is authorized only between CONUS locations, between a CONUS location and Alaska, and between Alaskan locations; and only if dependent(s) will occupy the mobile home at destination.
- 13/ A member-married-to-member couple may combine their HHG weight allowances for transportation purposes. See par. U5330-A.
- 14/ For moves to/from certain OCONUS areas, members may be limited to transportation of the senior member's administrative HHG weight allowance. See par. U5315-B.
- 15/ See par. U5505-A for combining the weight allowances of a member-married-to-member couple to compute the maximum mobile home authorization.
- 16/ Travel and transportation allowances may be paid NTE to the HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 - member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
- 18/ NTS ICW separation/retirement from the Service is in addition to transportation.
- 19/ Except when a member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- *20/ See Ch 7, Part P, for member travel. For dependent travel for a member whose last PDS is CONUS, see par. U5240-F, or if the last PDS is OCONUS, see par. U5900-D.
- 21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
- 22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL authorization/order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23/ Travel and transportation allowances may/may not be paid to the member's HOS. See par. U5130.
- 24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure *and only while on active duty*.

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 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 reimbursement is 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. Lodging and Meals. The actual cost of dependent's lodging (including tax (see *NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not be in excess of the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/dental facility locality per diem rate. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE:

1. The maximum lodging amount allowed in CONUS and non-foreign OCONUS areas (see APP A definitions) does not include a lodging tax amount. Lodging tax in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense.

2. The maximum lodging amount allowed in foreign OCONUS areas (see APP A definition) includes a lodging tax amount. Lodging tax in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.

8. Miscellaneous Reimbursable Expenses. The dependent is authorized reimbursement for the miscellaneous reimbursable expenses listed in APP G except that if a POC is used to and from the transportation terminal, reimbursement is for the actual expenses incurred, as in par. U3305-B1 and *payment of mileage is not authorized*. Receipt requirements are the same as those in par. U2510.

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, is authorized dependent PCS travel and transportation allowances, if the member:

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.

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:
- Member, or
 - 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:
- The court-martial is completed, or
 - 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.

- Unaccompanied to Accompanied Tour
 - 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.
 - 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.
- Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.
- 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

- 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/are authorized reimbursement for the miscellaneous reimbursable expenses listed in APP G incurred incident to travel under par. U5242. Receipt requirements are the same as those in par. U2510.

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/approve 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 medical facility vicinity 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. Miscellaneous Reimbursable Expenses. The member is authorized reimbursement for the miscellaneous reimbursable 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 7: DEPENDENT STUDENT TRANSPORTATION

U5260 DEPENDENT STUDENT TRANSPORTATION

A. General. A member permanently stationed OCONUS, who is authorized to have a dependent reside at or in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent (as defined in par. U5260) attend:

1. A dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
- *2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by SECDEF, is authorized transportation of the minor dependent between such school and the place of residence as provided in par. U5260-A. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5201-A1b, or a MALT as prescribed in par. U5201-A1c. *No per diem is payable unless otherwise indicated.* Transportation, when possible, is by GOV'T-owned or GOV'T-procured transportation on a space-required basis. Ch 3, Part B, applies to transportation procurement and U.S. transportation facilities use for travel authorized in par. U5260-A.

B. Dependent Student Attending a Dormitory DoDEA School

1. Definitions. The following definitions are specific to par. U5260.
 - a. Dependent. A "dependent" in par. U5260 (20 USC §932) is a minor individual who:
 - (1) Has not completed secondary schooling; and
 - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and to whom the member provides one-half or more support.
 - b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.
2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DoDEA school.
3. Seven-Day-a-Week Dormitory DoDEA School
 - a. Travel to Member's Residence
 - (1) During the school year a member is authorized three round-trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.
 - (2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.
 - b. Travel to other than the Member's Residence
 - (1) A member authorized transportation under par. U5260-B for a dependent may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.
 - (2) Reimbursement is limited to the GOV'T's transportation cost from the DoDEA school to the member's residence by the authorized mode.

NOTE: For par. U5260-B, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is:
- a. GOV'T-owned/procured (on a space-required basis),
 - *b. Reimbursed (see par. U5201-A2), or
 - c. A MALT. See par. U5203-A1c.

NOTE: See Ch 3, Part B, for transportation procurement.

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of UB may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA-selected school) on the first and final trip of each school year.

C. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

- a. A student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and
- b. One or both of the student's parents or guardians be present to participate in the diagnosis/ evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.
- c. Parent or Guardian is Not GOV'T-Employed. Reimbursement is IAW TDY travel in JTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to par. U5260-D.

a. Formal education is:

- (1) A secondary education;
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and
- (4) Vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:
 - (a) Provides an eligible program of training to prepare students for gainful employment in a recognized occupation;

- (b) Has been in existence for at least 2 years; and
- (c) Is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DoDEA school" in par. U5260-B1b does NOT apply to par. U5260-D.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at GOV'T expense to the member's OCONUS PDS, retains the authorization for the dependent's travel and transportation to the member's PDS.

2. Transportation Allowances. A member:

- a. Permanently stationed OCONUS; and
- b. Accompanied by a command-sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education;

is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement can not exceed the transportation allowances (*see NOTE below*) for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The reimbursement amount is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the expense location.)*** Lodging tax on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).

4. Limitations. Par. U5260-D does not apply to a member:

- a. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS or ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

5. Travel to a Location other than the Member's OCONUS PDS/Home Port

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the GOV'T for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

6. Transoceanic Travel

a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, GOV'T-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.

b. Travel Performed at Personal Expense

(1) AMC Service Available. *No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*

(2) AMC Service Not Available. Reimbursement (limited to the amount the GOV'T would have paid for CTO/TMC-provided GOV'T-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. GOV'T-procured Transportation Not Available

(1) Reimbursement is authorized for transportation costs NTE the policy-constructed airfare (see APP A) over the direct route between the origin and destination when:

(2) Pars. U3125-B and U3125-C apply to dependent student travel.

(3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

7. Overland Travel

a. Overland travel should be by CTO/TMC-provided GOV'T-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.

b. CTO/TMC-provided GOV'T-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO/TMC-provided GOV'T-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the GOV'T for CTO/TMC-provided GOV'T-procured transportation between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the GOV'T's cost had CTO/TMC-provided GOV'T-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part E, or par. U3320, as appropriate.

8. UB. UB of up to 350 pounds may be transported ICW each authorized trip between the school and the member's PDS under par. U5260-D. The member is financially responsible for any overweight UB during educational travel.

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round-trip UB transportation.

E. DoDEA Student Travel for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 USC §§921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

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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/sddc/Content/Pub/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.***

Part E: POV Transportation & Storage/Section 1: POV Transportation

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 June - 6 June
	11 June - 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/approved 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 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.

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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				
<i>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</i>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
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				
<i>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</i>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
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		
<i>Reimbursement Limitation to Drive One POC and Transport One POV</i>		
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) <i>minus</i> 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 =	<i>(The \$1,500 amount shown is for illustration purposes only.)</i>	\$1,500.00
2. Reimbursement limitation is \$4,331.68 (Step 2) - \$3,473.84 (Step 1) =		<u>\$857.84</u>
3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 – \$857.84 =		\$642.16

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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) <i>minus</i> 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 = (<i>The \$1,500 amount shown is for illustration purposes only.</i>)	\$1,500.00
2. Reimbursement limitation is \$4,331.68 (Step 2) - \$3,691.84 (Step 1) =	<u>\$639.84</u>
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/dependent(s) 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, whichever provides the greater authorization, 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.

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:

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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:

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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.

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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.

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%

*a. Use the above applicable percentage for both lodging and M&IE unless:

1. A TLA – Special has been authorized for lodging. See par. U9195.
2. Temporary lodgings are not available at the PDS. See par. U9185-B.
3. Permanent GOV'T QTRS are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.
4. Temporary QTRS contain cooking facilities. See par. U9185-G.
5. 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.

*b. When computing the applicable percentage for a:

- *1. Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See example #7;
- *2. Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%);
- *3. Member-married-to-member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. U9185-E, as shown in Examples 5 and 6.

*c. Exception occurs when temporary lodgings are not available at the PDS, while renovating GOV'T QTRS, 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, including lodging tax or value added tax (VAT) certificate cost, and other lodging cost authorized IAW par. U9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.
- *b. Lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. U2510; and par. U9157 for TLA advances.

*c. If the member is in a TDY status (regardless of the per diem amount 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

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:
 - a. Occupy GOV'T QTRS while the kitchen is being renovated, or
 - b. Occupy GOV'T QTRS/private sector housing during utility loss, or
 - c. Initially occupy permanent GOV'T QTRS/private sector housing without a stove and/or refrigerator and meals cannot be prepared.
2. 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	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member, with command-sponsored spouse, is assigned to an OCONUS location. The locality <u>per diem rate</u> 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. The temporary accommodations do not have facilities for preparing and eating meals. The actual lodging expense is \$114/night, including lodging tax.	
4/2 – The member is advised upon reporting to aggressively seek permanent GOV'T QTRS/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent QTRS/housing is reviewed, and the member complied with the JFTR and OCONUS TLA Authority requirements. TLA is extended for another 10-day period.	
4/21 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received 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.	
<u>TLA Computation for 1 April</u> . 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 IAW par. U9185-A3.	

TLA COMPUTATION FOR 2-10 APRIL	
1. Determine the maximum rates (applicable percentage 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 4 days = \$600
TLA COMPUTATION FOR 11-14 APRIL	
1. Determine the maximum rates (applicable percentage 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 (applicable percentage 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 (applicable percentage 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

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*EXAMPLE 2	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
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 accommodation does not have facilities for preparing and eating meals. The actual lodging expense is \$98 per night, including lodging tax. 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 to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.	
10/6 – The member submits a lodging expense report of \$490 (\$98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense 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 (applicable percentage 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 tax) by 2, because the member is in a per diem status. See par. U9160-C.	\$98 divided by 2 = \$49
3. Compare the actual daily lodging cost in Step 2 (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 (applicable percentage 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	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing 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 (applicable percentage x locality rate). M&IE Lodging	150% x \$74 = \$111 150% x \$76 = \$114
2. Reduce the Step 1 M&IE by one-half due to cooking facilities.	\$111 x 50% = \$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

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*EXAMPLE 4
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>
Member-married-to-member couple, each is without dependents, is 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). The actual lodging expense is \$114/night, including lodging tax.
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.
4/11 – Each member submits a separate lodging expense report of \$570 (\$114÷2/day, including tax = \$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 (applicable percentage x locality rate). M&IE Lodging	<u>Member 1</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40	<u>Member 2</u> 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% since preparation and cooking facilities are not available.	\$48.10 x 100% = \$48.10 (2a)	\$48.10 x 100% = \$48.10 (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 each member \$97.50 per day.	\$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		
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>		
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 to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of \$850 (\$170 per day including lodging tax 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 (applicable percentage x locality rate). M&IE Lodging	<u>Member 1 with one dependent</u> 100% x \$74 = \$74 100% x \$86 = \$86	<u>Member 2 with one dependent</u> 100% x \$74 = \$74 100% x \$86 = \$86
2. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	\$74 x 50% = \$37	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

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4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay each member \$122 per day.	\$37 + \$85 = \$122 \$122 x 10 = \$1,220	\$37 + \$85 = \$122 \$122 x 10 = \$1,220
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***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 to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$1,200 (\$120/day including tax) 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 (applicable percentage x locality rate). M&IE Lodging Total	*Member 1 w/2 dependents <u>over 12</u> 135% x \$75 = \$101.25 135% x \$125 = \$168.75 \$101.25 + \$168.75= \$270	Member 2 w/2 dependents <u>under 12</u> 125% x \$75 = \$93.75 125% x \$125 = \$156.25 \$93.75 + \$156.25 = \$250
2a. <u>Member 1 with 2 dependents age 12 or older.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$101.25 x 100% = 101.25	
2b. <u>Member 2 with 2 dependents under age 12.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not 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 of Step 1 and Step 4.	\$221.25	\$213.75
6. Multiply the Step 5 amount 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	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
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 <u>per diem rate</u> is \$200 (\$125/ \$75). The actual lodging expense is \$120 per room per night, including lodging tax.	
4/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – The member submits a lodging expense report of \$2,400 (\$120/room per day including tax) 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 (applicable percentage 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	220% x \$75 = \$165
Lodging	220% x \$125 = \$275
Total	\$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 (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 of Step 1 and Step 4.	\$405
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	\$405/day x 10 days = \$4,050
7. Total Amount Paid	\$4,050

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*EXAMPLE 8		
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>		
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 <u>per diem rate</u> is \$377 (\$250/ \$127).		
The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.		
The member submits a lodging expense report of \$2,250 (\$225/day including lodging tax) 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 <u>\$471.25</u>
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 =	*\$3,453.75

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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 sla.specials@dtmo.pentagon.mil
2. Fax: COML: (703) 696-7890, DSN: (312) 426-2945
- *3. Mail:
Per Diem, Travel and Transportation Allowance Committee
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	
<i>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.</i>	
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	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.</i>	
1. Determine maximum rates (given percent x locality rate).	
M&IE	160% x \$83 = \$132.80
Lodging	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 vs. \$622.50.	\$400
3. Add Step M&IE to selected Step 2 lodging amount, \$132.80 + 400 = \$532.80. Pay \$532.80/day.	\$532.80/day x 5 days = \$2,664

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, 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		
<i>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.</i>		
	MEMBER 1	MEMBER 2
1. Determine maximum rates (given percent x locality rate).		
M&IE	65% x \$55 = \$35.75	65% x \$55 = \$35.75
Lodging	65% x \$100 = \$65	65% x \$100 = \$65
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 vs. \$100.	\$65	\$65
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$35.75 + \$65 = \$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.

TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT	
<i>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.</i>	
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 vs. \$146.25.	\$146.25
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$48.75 + \$146.25 = \$195. Pay \$195/day.	\$195/day x 5 days = \$975

PART 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/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 STOP 7801, Washington, DC 20593-7801;
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. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single-type GOV'T QTRS or a housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, 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 child support payment, is authorized a with-dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to GOV'T owned/leased family-type QTRS (does not include privatized quarters) or is in receipt of a with-dependent housing allowance or on behalf of the child/children. See pars. U10120, U10122, U10124, U10126 and U10206.

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/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 STOP 7801, Washington, DC 20593-7801;

(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. In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table U10B-1 or U10B-2. 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.

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 Dependent's Behalf. 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.
7. A child/children for whom the member pays child support, if the child/children is/are in another active duty member's custody (including a former spouse) who is assigned to GOV'T owned/leased family-type QTRS (does not include privatized quarters) or is in receipt of a with-dependent housing allowance on behalf of the child/children. See pars. U10120, U10122, U10124, U10126 and U10206.

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 Pay and Personnel Center
Federal Building
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 through 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																										
R U L E	A	B	C	D	E	F	G	H	I	J																
	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 incap- able of self sup- port	then		a claim must be submitted through channels for deter- mination, or sub- mission to DOHA for decision																
								determination is made by																		
								Army disburs- ing officer or de-signee	USAF FSO or de-signee																	
1	spouse	lawful						X /7	X																	
2		legally ques- tionable /1							X /8	X																
3	child un- married		yes	legitimate, or legitimated by marriage of blood parents	Adopted/2	available /3	no		X /3, 7	X /3																
4												not available /4	yes					X /3, 8	X /6							
5																				Stepchild/3,7		no			X /3, 8	X /3
6																										
7																										
8																										
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													
R U L E	A If the dependent claimed is	B and	C and member is a				D and	E and	F then determination is made by				
			USN officer	USMC Officer	USN enlisted member	USMC enlisted mbrs			DEAS 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 un-	child is age 21 or older	X	X									X
11	married child				X				X				
12	an un-	child's dependency relationship is not doubtful	X		X							X	
13	married stepchild or adopted child			X							X		
14					X						X		
15			X		X				X				
16				X	X				X	X			
17	an un-		X		X				X				
18	married illegitimate child				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 10: UNUSUAL MEMBER STATUS

U10418 MEMBER IN A MISSING STATUS

A. Member without Dependent. A member without a dependent carried in a missing status is authorized without-dependent BAH. Pay PDS location-based without-dependent BAH for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive former PDS-based BAH due to a low-cost or no-cost PCS (par. U10400-B), that Secretarial waiver-based BAH rate continues. Pay HOR location-based without-dependent BAH for a member whose PDS is outside the U.S. If both the member's HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See DoDFMR, Vol. 7A, par. 340302.

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent's location-based with-dependent housing allowance.

U10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DoDFMR, Vol. 7A, Chapter 1. For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. ***Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement.*** A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DoDFMR, Vol. 7A, Chapter 1.

U10422 HOUSING ALLOWANCE FOR A MEMBER IN A NONPAY STATUS

A. Unauthorized Absence. For a period not to exceed 2 months from the first day of absence, a housing allowance at the rate being credited a member in grades E-1, E-2, E-3, and E-4 (4 or fewer years' service) at the time absence commenced may be paid to a dependent on whose behalf BAH or OHA was claimed prior to commencement of the absence, if all of the following conditions exist:

1. The member has been in an unauthorized absence status for more than 29 consecutive days.
2. The dependent applies for BAH or OHA payment and the application is received by appropriate authority within 3 months after the date absence commenced. In the case of a dependent living outside the U.S. and claiming OHA, a copy of the current lease agreement must be included. Housing expenses must be incurred for OHA payment.
3. If the Service Concerned fails to provide timely notice to a dependent of the right to apply for BAH/OHA, a waiver of the 3-month stipulation in par. U10422-A2, may be granted on a case-by-case basis by the authority specified in par. U10422-B1. If such a waiver is granted, payment may only be made on those applications received within 2 months after the dependent is properly notified of the right to submit such an application.
4. No positive information has been received that the dependent is residing with or has joined the member at the place of absence.
5. If a member is assigned Gov't family-type quarters (adequate or inadequate), no BAH or OHA payment may be made. BAH or OHA payment may not be made directly to the member on a dependent's behalf. Payment must be made only to the dependent.

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, BAH or OHA payment is authorized as follows:

Part E: Assignment Situations/Section 10: Unusual Member Status

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period not to exceed 2 months under the conditions stated in par. U10422-A. For any subsequent months there must be showing of hardship on the dependent and authorization/approval on a case-by-case basis as

a. Army:

Director, DFAS-PMTA/IN
8899 East 56th Street
Indianapolis, IN 46249-2301

b. Navy:

Deputy Chief of Naval Operation (N-130)
2 Navy Annex
Washington, DC 20370-2000

c. Air Force:

HQ USAF/A1PA
201 12 Street, Suite 411D
Arlington, VA 22202-5406

d. Marine Corps:

Commandant of the Marine Corps (MRP-1)
3280 Russell Road
Quantico, VA 22134-5143

e. Coast Guard:

Commandant (CG-1222)
U.S. Coast Guard
2100 2nd Street, SW, STOP 7801
Washington, DC 20593-7801

2. An enlisted member in grade E-4 (over 4 years' service) or above (cases in which there has been a showing of hardship on the dependent). The approval authority for the initial and any subsequent payments is as in par. U10422-A1. No payment may be made without the approval of such authority on a case-by-case basis. Payments are subject to the conditions stated in par. U10422-B1a. See Service regulations for procedures on processing claims.

C. Excess Leave. BAH or OHA may continue to be paid to a member in grade E-4 (4 or fewer years of service) or below, with dependents, for a period not to exceed 2 months during which an excess-leave status exists unless it is anticipated that member will not return to duty, for example, appellate leave. The 2-month period is computed from the first day of excess leave.

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 DoD Financial Management Regulations (DoDFMR), Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><u>ATM Use (Uniformed Member)</u></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/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 "DoD Financial Management Regulations", Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><u>Baggage, Excess Accompanied (Transportation Cost)</u>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DoD travelers IAW the Service/ Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DoD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial 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						
Baggage Expenses. 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. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable. b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
Baggage Handling Tips 1. Uniformed Member a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or GOV'T) at a transportation terminal. b. <u>Lodging Establishment.</u> Reimbursement is authorized 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. <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
Computer Connections. 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
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. <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
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 , Chapter 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

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X	X	X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/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. <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
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. <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	
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. <i>This reimbursement applies only to members/employees but not their dependents.</i>	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.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
2. <u>Not Reimbursable.</u> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .						
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. 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.						
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). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i>	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. <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.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>c. Civilian Employee. Reimbursement authority is for an employee who is:</p> <p>(1) A U.S. citizen (NOTE: An eligible dependent does not have to be a US citizen.)</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. Dependent (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. 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.</p> <p>3. Biometric Fees. 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. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>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)).</p> <p>6. Fee for Visa, Green card, and Photographs for OCONUS Travel. These fees are reimbursable ICW official travel.</p> <p>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.</p> <p>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.</p> <p>*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 used 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 regular fee passport. See http://www.state.gov/travelandbusiness/. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p>						

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>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.</p> <p>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:</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. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
Personal Expenses. <i>Personal expenses are not reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
<p>Phone Calls (Official)</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 GSBCA 14554-TRAV, 18 August 1998).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		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

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Reports/Correspondence Preparation Services (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 (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. See mission-related expenses.		X		X	X	X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
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/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
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
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
Toll Collection Transponder installed in a rental car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		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.						

***PART 1: TRAVEL PURPOSE IDENTIFIERS**

Travel Purpose Identifier Codes	Purpose
*0. NO LONGER USED	
*1. Mission (Operational)	*Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler's day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.
*2. Training	*Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. "Training" means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. "Conference" may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference – Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
*3. NO LONGER USED	
*4. Conference -- Other than Training	*Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.

*5. Relocation	*Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
*6. NO LONGER USED	
*7. Special Agency Mission Travel	*Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency’s normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
*8. Emergency Travel	*Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler’s home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS, death of a traveler/immediate family member when performing TDY, medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees Ch 7, Part M, which are far more extensive, would apply.
*9. NO LONGER USED	

SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

Premium-Class Travel Reporting Data Elements and Procedures

1. **Traveler's Name** (*Last/First/MI; e.g., Smith, John. Q.*): _____
and **Sponsor's Name** (*if applicable*) _____
2. **Traveler's Rank/Grade** (*e.g., O-7, E-6, GS-14, Civ.*): _____
and **Sponsor's Rank/Grade** (*if applicable*) _____
3. **Last 4 SSN** (*Last 4 digits of traveler's Social Security Number*) _____
and **Sponsor's Last 4 SSN** (*if applicable*) _____
4. **Service/Agency** of traveler (*e.g., U.S. Army, DIA*): _____
5. **Organization** of traveler (*e.g., 434 ARW/FMF*): _____
6. **Work Phone** (*Comm and DSN (both with area codes)*): _____
7. **Email Address**: _____
8. **Mode** (Airplane, Ship or Train)

 0 = Air
 1 = Ship
 2 = Train

*9. **Travel Purpose** (*See APP H, Part 1.*) **NOTE:** *These codes are a means to categorize a particular trip; they do not in any way convey authorization to use premium-class accommodations.*

- *0 = NO LONGER USED**
- *1 = Mission (Operational)**
- 2 = Training**
- *3 = NO LONGER USED**
- *4 = Conference – Other than Training**
- 5 = Relocation**
- *6 = NO LONGER USED**
- *7 = Special Agency Mission Travel**
- 8 = Emergency Travel**
- *9 = NO LONGER USED**

10. **Origin** Location at which premium-class accommodations segment starts (e.g., Washington, D.C.) _____
(Other) Origin: _____

11. **Destination** (Location at which premium-class accommodations ends (e.g., London, U.K.)) _____
(Other) Origin: _____

NOTE: *For multiple stops on a single trip:*

a) If the entire roundtrip is by premium-class, list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium-class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel is to begin from Washington is listed.)

b) If some legs are premium-class and others are not, then report each leg involving premium-class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are premium-class; the other legs are coach-class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each premium-class trip leg listed separately.

12. **Date Travel to Begin** (YYYYMMDD; e.g., 20080313 for 13 Mar 08): _____

13. **Fare Paid** for premium-class accommodations (nearest dollar): \$ _____

14. **Coach Fare** amount leg would cost if coach class used (nearest dollar): \$ _____

15. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office CTO):

16. **Approval reason code** and **JTR/JFTR par.** justification reference:
Approval Code: (e.g., B2) _____ Par. Reference: (e.g., JTR, par. C2204-B3b) _____
(First-class see Part II, Section B; Business-class see Part III, Section A of APP H)

17. **Approval Authority** of Premium-class Accommodations (i.e., title) _____

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This APP contains a summary of travel and transportation allowances for business, training and deployment TDY. This APP does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.

T4000 INTRODUCTION

A. Application. 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 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 are in APP A.

B. Common TDY Travel Types. This APP is a summary of 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 any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together via no/limited reimbursement. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions 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;
12. For rules that apply when emergency situations occur while TDY is being performed;
13. Rules on per diem for a uniformed member who are inpatients in a hospital (JFTR, par. U7125-D);
14. Travel of a civilian consultant or expert (JTR, par. C4975).

D. PCS Move Travel. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR/JTR Ch 4.

E. Invitational Travel Authorizations. See JFTR/JTR, APP E.

F. Evacuations. See JFTR/JTR, Ch 6.

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 (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) 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/TMC.

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 must 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/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/approve reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO/TMC or in-house travel arranger IAW TRANSCOM policy. The CTO/TMC 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/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:
 - a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,
 - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized/approved prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.
 - (1) See JFTR, par. U2000-A2c/JTR, par. C2000-A2c for medical reasons, or

- (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. *See JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must *not* use foreign flag transportation even if U.S.-certificated air flag carrier fares are higher,
- d. Who uses 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 promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use 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. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
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, and must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL***A. CTO Use**1. ***Mandatory Policy.**

*a. It is DoD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars. *A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.*

*b. *A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs. **NOTE:** This does not establish the _CA as the basis for policy-constructed airfare – that remains the YCA airfare.*

2. **Service Regulations.** See DoD Component/Service regulations for CTO use information.3. **Failure to Follow Regulations**

*a. A command/unit is 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. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. 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 the 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://biotech.law.lsu.edu/blaw/dodd/corres/pdf2/d45009p.pdf>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>; 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/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/TMC 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 NTE 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, transportation reimbursement is NTE 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 JFTR, par. U4326, ***NOTE 1***/JTR, par. C1060, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. 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.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; 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 when authorized/approved in the travel authorization/order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.

5. 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 vendor 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/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See JFTR, par. U3310-A1/JTR, par. C2150, item 8.

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 vendor 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 vendor listed that has a vehicle available for official GOV'T travel and this vendor 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.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve 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/approves 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 authorize/approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE 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/ approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. 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/approve 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/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required 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/approves 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/approved 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 TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

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/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/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards1. Sleeping

a. The CTO/TMC makes lodging reservations and reflects the cost estimate (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 NTE 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/TMCs), 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](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (http://www.defensetravel.dod.mil/perdiem/pdrates.html) 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 Component's headquarters, 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/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% 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) if AEA for meals is not authorized. 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 charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: The maximum amount allowed for lodging (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) 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 (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in foreign countries includes a lodging tax amount. Lodging tax in foreign countries is not a separate miscellaneous reimbursable expense.

NOTE 3: *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

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 lodgings 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 lasted 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/TMC should be used to make these arrangements unless the CTO/TMC 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/ JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141/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 for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/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 dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve 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 1: If all three meals are provided, only the incidental expenses for that day are payable.

NOTE 2: A continental breakfast is a deductible meal if it otherwise qualifies above.

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/without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member)/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/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount. The maximum reimbursement for IE is \$3.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

3. Incidental Expenses (IE). The traveler is paid an IE 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 IE.

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 dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. See par. T4040-A1c.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/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/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/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 dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE 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/approve the actual amount paid up to the PMR (but no IE) 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 dining facility/mess use 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 authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/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.

c. *Civilian Employee Only.* In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). See par. U4105-I.

6.

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 Dining Facility/Mess – 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 Dining Facility/Mess (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 Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess 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/TMC, even though overnight lodging is not required.
 - b. If travel is in the local area (see JFTR, par. U3500/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/JTR, par. C2192 for travel to/from a transportation terminal.
 - d. If a POC is used to/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/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) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) 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/approved, 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 AN RC 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 RC 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) annually. 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 Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved 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. T4030 and T4040, 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 dining facility/mess 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 dining facility/mess 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. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
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, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
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, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

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 and 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 Ready Reserve Select Reserve member 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 Ready Reserve Select Reserve member (***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 locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

NOTE:

- 1. The maximum allowed for CONUS or non-foreign OCONUS area lodging (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) 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 (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) includes a lodging tax amount. Lodging tax in a foreign OCONUS area is not a separate miscellaneous reimbursable expense.*

H. Summary of Allowances for An RC Member1. 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 & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
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/approved (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 QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
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 Ready Reserve Select Reserve member 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. Cost Estimate. A traveler should obtain an estimate from the CTO/TMC, or DTS Reservation Module, for the trip. It is the key to several travel and trip funding decisions. It informs the traveler and the AO in advance of the standard and actual arrangements, associated costs, and the allowance maximums. It includes costing for transportation to and from the TDY location, lodging (including tax), and rental car (if authorized). The estimate also reflects the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC 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/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically charges reservations to an IBA or unit GTCC. Airline or rail tickets may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of \$75 or more.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report within 5 working days after returning from the trip. The receipts (lodging and individual expenses of \$75 or more) must be attached to the expense report. EFT is the preferred reimbursement method, permitting the traveler to select:

(a) Direct electronic transfer to the GTCC vendor 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. Option (a), does not require the traveler to write a check to the GTCC vendor for official expenses charged.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, 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. The traveler or AO may be required to provide additional information to the audit team.

5. Lost/Stolen/Unused Paper Tickets. See JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

- d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;
- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a 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 paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***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 RESPONSIBILITIES

A. General. The AO has 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 and IAW this Regulation. For a civilian traveler, the AO must determine the travel purpose (see JTR/JFTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an IBA GTCC. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation 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 JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-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 JFTR, par. U3125-B4/JTR, par. C2004-B4, and 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 (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip 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 use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use 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 the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an 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.-certificated 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.-certificated 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/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 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 ([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 ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be 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. ***Contract fare travel must never be used for personal travel. See JFTR/JTR, APP P, Part II, par. E.*** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange 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/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

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 Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

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 must 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 the 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 reimbursement 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 directed, 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/approve 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/approve 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/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/TMC 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/approve 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/approve 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, authorizes 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.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This 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.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act.

Approve. The ratification or confirmation of an act already done.

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/TMC, 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.

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

A. City-Pair Program FAQs

1. How does the program work?

- a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.
- b. **Second**, GSA works with GOV'T agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city-pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one-way routes simplifying multiple destination travel.

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

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines will not extend the contract fares to a contractor. The program saves the GOV'T roughly \$2 billion annually. *GSA advises that the purchase of a contract city-pair airfare ticket on behalf of a GOV'T contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.*

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

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.
- b. The return portion of a round trip is not used.
- c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO/TMC, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

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

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

B. City-Pair Program Policy FAQs

1. Who can use it?

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

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

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

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

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

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

- d. Cost effective rail service is available and is consistent with mission requirements; or
- e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

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

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

(3) If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

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

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

4. How is Quality of Service Evaluated?

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

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

- a. **Time and Type of Service:** This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. **Flight Time:** This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. **Number and Type of Flights:** This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. **Jet Service:** This factor gives preference to jets over propeller aircraft.

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

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

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

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

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

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

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

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

C. City-Pair Air Travel Accommodation FAQs

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

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

2. Can I upgrade to business-class seating at GOV'T expense to accommodate my disability?

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

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

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

4. What happens to my changed airline ticket reservation?

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

D. City-Pair Airline Airfare FAQs

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

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

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

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

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

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

*a. **YCA** = Guaranteed GSA economy/coach class city-pair airfare which is a highly discounted unrestricted airfare. If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled fare when it is available and meets mission needs.

***NOTE 1:** *Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a _CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity-controlled coach class contract fare is available and the cost exceeds the cost of the lower cost capacity-controlled fare, the traveler is financially responsible to the GOV'T for the cost difference between the YCA airfare and the lower capacity-controlled airfare. See [CBCA 1511-TRAV, 7 May 2009](#).*

***NOTE 2:** *This does not establish the _CA as the basis for policy-constructed airfare – that remains the YCA.*

b. **_CA** = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

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

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

4. How early is early to take advantage of the GOV'T discount for normal airfare city-pair airfares (_CA)?

The city-pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

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

The Federal GOV'T is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal GOV'T must pay.

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

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

7. The price shown in the E-Gov Travel Service (eTS) or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the GOV'T rate for my airline reservations?

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

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

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

E. City-Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?

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

2. Can I use a contract city-pair airfare for personal travel and if so, taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave?

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

Example 1: A traveler receives a TDY authorization/order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

- a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is \$251.00 and round-trip is \$502.00.
- b. Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

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

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

3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?

Contract city-pair airfare use MAY BE POSSIBLE for official GOV'T-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

- a. **Civilian Employee:** RAT (JTR, par. C3104-D2 and Chapter 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
- b. **Uniformed Member:** COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

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

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

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DOD civilian employee and each dependent (*effective 2 Nov 2002*),

on permanent duty at the location.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

C. Authorization Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C7700-D2 (DOD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/regchgs.htm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	28 Feb 2010
Algeria, Algiers	European	Frankfurt	28 Feb 2009
Angola, Luanda	European	Frankfurt	28 Feb 2010
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
Armenia, Yerevan	European	Frankfurt	28 Feb 2010
Australia			
Alice Springs	Pacific	Honolulu	31 Dec 2010
Learmouth (incl. Exmouth)	Pacific	Perth	31 Dec 2010
Azerbaijan, Baku	European	Washington, DC	28 Feb 2010
Bahrain, Manama	Central	Baltimore	31 Jul 2010
Bangladesh, Dhaka	Pacific	Honolulu	31 Dec 2010
Barbados, Bridgetown	Southern	Miami	30 Apr 2009
Belarus, Minsk	European	Frankfurt	31 Jul 2009
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009
Bosnia, Sarajevo	European	Frankfurt	31 Jul 2009
Botswana, Gaborone	European	Frankfurt	31 Jul 2009
Brazil			
Brasilia	Southern	Miami	30 Apr 2009
Rio de Janeiro	Southern	Miami	30 Apr 2009
Sao Paulo	Southern	Miami	30 Apr 2009
Bulgaria, Sofia	European	Frankfurt	28 Feb 2010
Burma (See Myanmar)			

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Burundi, Bujumbura	European	Frankfurt	<i>30 Nov 2008</i>
Cambodia, Phnom Penh	Pacific	Honolulu	31 Dec 2010
Cameroon, Yaounde	European	Frankfurt	<i>31 Jul 2009</i>
Chad, N'djamena	European	Frankfurt	<i>31 Jul 2009</i>
Chile, Santiago	Southern	Miami	<i>30 Apr 2009</i>
China, Beijing	Pacific	Honolulu	31 Dec 2010
Colombia, Bogota	Southern	Miami	<i>30 Apr 2009</i>
Costa Rica, San Jose	Southern	Miami	<i>30 Apr 2009</i>
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Washington, DC	28 Feb 2010
Croatia, Zagreb	European	Frankfurt	28 Feb 2010
Cuba			
Guantanamo Bay	Southern	Jacksonville	<i>30 Apr 2009</i>
Havana (for USCG uniformed members only)	USCG	Miami	31 Jan 2010
Cyprus, Nicosia	European	Frankfurt	28 Feb 2010
Democratic Republic of Congo, Kinshasa	European	Frankfurt	<i>31 Jul 2009</i>
Djibouti	Central	Baltimore	31 Jul 2010
Dominican Republic, Santo Domingo	Southern	Miami	<i>30 Apr 2009</i>
Ecuador, Quito	Southern	Miami	<i>30 Apr 2009</i>
Egypt, Cairo	Central	Baltimore	31 Jul 2010
El Salvador, San Salvador	Southern	Miami	<i>30 Apr 2009</i>
Estonia, Tallinn	European	Frankfurt	<i>31 Jul 2009</i>
Ethiopia, Addis Ababa	Central	Baltimore	31 Jul 2010
Fiji, Suva	Pacific	Honolulu	31 Dec 2010
Gabon, Libreville	European	Paris	<i>31 Jul 2009</i>
Georgia, Tbilisi	European	Frankfurt	28 Feb 2010
Ghana, Accra	European	Frankfurt	28 Feb 2010
Greece			
Athens	European	Frankfurt	<i>31 Jul 2009</i>
Larissa	European	Frankfurt	28 Feb 2010
Greenland, Thule 1/	European	Baltimore	<i>31 Oct 2008</i>
Guatemala, Guatemala City	Southern	Miami	<i>30 Apr 2009</i>
Guinea, Conakry	European	Paris/Frankfurt	<i>31 Jul 2009</i>
Guyana, Georgetown	Southern	Miami	<i>30 Apr 2009</i>
Haiti, Port au Prince	Southern	Miami	<i>30 Apr 2009</i>
Honduras, Tegucigalpa	Southern	Miami	<i>30 Apr 2009</i>
Hong Kong	Pacific	Los Angeles	31 Dec 2010
Iceland	European	Frankfurt	<i>30 Sep 2007</i>
India, New Delhi	Pacific	Honolulu	31 Dec 2010
Indonesia, Jakarta	Pacific	Honolulu	31 Dec 2010
Israel, Tel Aviv	European	Frankfurt	28 Feb 2010

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	<i>30 Apr 2009</i>
Jordan, Amman	Central	Baltimore	31 Jul 2010
Kazakhstan, Astana	Central	Baltimore	31 Jul 2010
Kenya, Nairobi	Central	Baltimore	31 Jul 2010
Kuwait	Central	Baltimore	31 Jul 2010
Kyrgyzstan, Bishkek	Central	Baltimore	31 Jul 2010
Laos, Vientiane	Joint POW/MIA	Honolulu	<i>31 Oct 2006</i>
Latvia, Riga	European	Frankfurt	<i>31 Jul 2009</i>
Lebanon, Beirut	Central	Baltimore	31 Jul 2010
*Liberia, Monrovia (eff 12 Sep 2008)	African	Baltimore	*12 Sep 2010
Libya, Tripoli	European	Frankfurt	<i>31 Mar 2009</i>
Lithuania, Vilnius	European	Frankfurt	<i>31 Jul 2009</i>
Macedonia, The Former Yugoslavia Republic of, Skopje	European	Frankfurt	<i>31 Jul 2009</i>
Madagascar, Antananarivo	Pacific	Frankfurt	31 Dec 2010
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Dec 2010
Mali, Bamako	European	Frankfurt	<i>31 Jul 2009</i>
Mauritania, Nouakchott (eff 28 Apr 2005)	European	Frankfurt	<i>31 Mar 2009</i>
Mexico, Mexico City	Northern	San Antonio	<i>31 Aug 2008</i>
Moldova, Chisnau	European	Frankfurt	<i>31 Jul 2009</i>
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Dec 2010
Montenegro, Podgorica	European	Frankfurt	28 Feb 2010
Morocco, Rabat	European	Frankfurt	<i>31 Jul 2009</i>
Mozambique, Maputo	European	Frankfurt	28 Feb 2010
Myanmar, Rangoon	Pacific	Honolulu	31 Dec 2010
Namibia, Windhoek	European	Frankfurt	28 Feb 2010
Nepal, Katmandu	Pacific	Honolulu	31 Dec 2010
Nicaragua, Managua	Southern	Miami	<i>30 Apr 2009</i>
Niger, Niamey	European	Frankfurt	<i>31 Jul 2009</i>
Nigeria			
Abuja	European	Frankfurt	28 Feb 2010
Lagos	European	Frankfurt	28 Feb 2010
Oman, Muscat	Central	Baltimore	31 Jul 2010
Pakistan, Islamabad	Central	Baltimore	31 Jul 2010
Panama, Panama City	Southern	Miami	<i>30 Apr 2009</i>
Paraguay, Asuncion	Southern	Miami	<i>30 Apr 2009</i>
Peru, Lima	Southern	Miami	<i>30 Apr 2009</i>
Philippines, Manila	Pacific	Honolulu	31 Dec 2010
Poland, Warsaw	European	Washington, DC	28 Feb 2010
Qatar, Doha	Central	Baltimore	31 Jul 2010

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Romania, Bucharest	European	Frankfurt	<i>31 Jul 2009</i>
Russia, Moscow	European	Frankfurt	<i>31 Jul 2009</i>
Rwanda, Kigali	European	Frankfurt	<i>31 Jul 2009</i>
Saudi Arabia			
Dhahran	Central	Baltimore	31 Jul 2010
Jeddah	Central	Baltimore	31 Jul 2010
Jubail	Central	Baltimore	31 Jul 2010
Khamis	Central	Baltimore	31 Jul 2010
King Khalid Military City	Central	Baltimore	31 Jul 2010
Riyadh	Central	Baltimore	31 Jul 2010
Tabuk	Central	Baltimore	31 Jul 2010
Taif	Central	Baltimore	31 Jul 2010
Senegal, Dakar	European	Frankfurt	<i>31 Jul 2009</i>
Serbia, Belgrade	European	Frankfurt	28 Feb 2010
Singapore	Pacific	Honolulu	31 Dec 2010
South Africa, Pretoria	European	Frankfurt	<i>31 Jul 2009</i>
Sri Lanka, Colombo	Pacific	Frankfurt	31 Dec 2010
Suriname, Paramaribo	Southern	Miami	<i>30 Apr 2009</i>
Syria, Damascus	Central	Baltimore	31 Jul 2010
Taiwan, Taipei	Pacific	Sydney	31 Dec 2010
Tajikistan, Dushanbe	Central	Baltimore	31 Jul 2010
Tanzania, Dar Es Salaam	European	Baltimore	28 Feb 2010
Thailand, JUSMAGTHAI (eff. 21 Jan 09)			
Bangkok	Pacific	Honolulu	21 Jan 2011
Chiang Mai	Pacific	Honolulu	21 Jan 2011
Trinidad and Tobago, Port of Spain	Southern	Miami	<i>30 Apr 2009</i>
Tunisia, Tunis	European	Frankfurt	<i>31 Jul 2009</i>
Turkey, Ankara	European	Frankfurt	<i>31 Jul 2009</i>
Turkmenistan, Ashgabat	Central	Baltimore	31 Jul 2010
Uganda, Kampala	European	Frankfurt	<i>31 Jul 2009</i>
Ukraine, Kiev	European	Frankfurt	<i>31 Jul 2009</i>
United Arab Emirates, Abu Dhabi	Central	Baltimore	31 Jul 2010
Uruguay, Montevideo	Southern	Miami	<i>30 Apr 2009</i>
Uzbekistan, Tashkent	Central	Baltimore	31 Jul 2010
Venezuela, Caracas	Southern	Miami	<i>30 Apr 2009</i>
Vietnam, Hanoi	Pacific	Honolulu	31 Dec 2010
Yemen, Sanaa	Central	Baltimore	31 Jul 2010
Zambia, Lusaka	European	Frankfurt	<i>31 Jul 2009</i>
Zimbabwe, Harare	European	Frankfurt	<i>31 Jul 2009</i>

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

Table I: Traveler Identification		
Group Name	Data Elements	Description
Travel Authorization/Order	Authorization/Order Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
*Travel Purpose Identifier	*Mission (Operational)	
	*Training	
	*Conference — Other than Training	
	Relocation	Same as change of official station.
	*Special Agency Mission Travel	
	Emergency Travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where traveler resides, if different from official duty station.
*Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	*Payment made by Treasury check.
	Imprest Fund	*Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

Table II: Commercial Transportation Information		
Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	GTCC - Central Billing Account	A contractor GTCC centrally billed account.
	GTCC – Individually Billing Account	IAW and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, GOV'T credit card number).
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POC, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

Table III: Travel Expense Information		
Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.
Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Local Transportation	POC Distance	Total number of miles driven in POC.
	POC mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
	Car rental, Taxis, Other	
Constructive cost	Constructive cost	The difference between the amount authorized to spend and the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

Table IV: Accounting & Certification		
Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.