

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 520**

Alexandria, VA

1 February 2009

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 February 2009 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 76-08(E); 109-08(E); 119-08(I); 124-08(I); 127-08(I); 128-08(I); and 134-08(I).

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

This cover page replaces the Change 519 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 520:

C4553-D2c(3). Updates par. C4553 reference for student dependent travel on the day travel ends.

C4560. Updates JTR computations, outdated references, and clarifies lodging tax is included in the OCONUS reduced per diem rate.

C5750-A Note; C5825-D1; and C5835-A. Clarifies that an employee who is offered and elects property management (PM) services, receives 'PM' payment(s) and later request real estate transaction expense allowances may do so if noted in the original written service employment agreement.

Ch 6, Parts A, B, and D; Ch 7 Parts E-L, O, and P. Re-designates par. numbers to align and reformat the JTR.

Appendices B, C, D, E, F, H, J and K. Re-designates par. numbers to align and reformat the JTR.

APP O, par. T4060-B Note 5. Corrects wording error.

APP Q1. Establishes a tour length of 24 months accompanied and 15 months unaccompanied for Papa, Hungary.

Establishes a 12-month dependent-restricted overseas tour length for Army personnel assigned to the Shariki Communication Site, United States Army Japan, Shariki, Japan. Reflects the approval of adult dependents of Military and DOD civilians to return to Bahrain.

APP Q3. Allows employees the right to return dependents from Saudi Arabia within 90 days if the employee believes the security conditions are not adequate for dependents and then choose the unaccompanied tour. Reflects the approval of adult dependents of Military and DOD civilians to return to Bahrain.

JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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

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

*A. General. Par. C2206 applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructed cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in par. C2215.

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

NOTE: *GOV'T and GOV'T-procured air transportation are not available when:*

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

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

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

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

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

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

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

CHAPTER 4
EMPLOYEE TRAVEL

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PART J: TEMPORARY DUTY (TDY) TRAVEL

C4405 JUSTIFICATION

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

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. An assignment away from the employee's PDS that is not so frequent or lengthy that the location is, in fact, the employee's PDS;
2. Participation in civil defense activities authorized under department/agency regulations;
3. Witness duty to testify or provide information on the GOV'T's behalf or on matters of official DOD concern;
4. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal reemployment, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the GOV'T's interests;
5. Training course attendance conducted or sponsored by GOV'T agencies or approved under department/agency regulations IAW 5 USC §4101-4118;
6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;
7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to a GOV'T employee);
8. Assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and
9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DOD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

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

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

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

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed ICW assignments to OCONUS areas.

2. Special instructions about foreign countries in a travel itinerary include:

- a. Advance notification for submission of clearance requests before travel begins, and
- b. Duty and travel restrictions for an employee who possesses highly sensitive information.

3. Security Clearance

- a. All departmental security regulations must be followed while by an employee who is TDY.
- b. An AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.
- c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.
- d. When pertinent, an employee's current security clearance must be stated in the travel authorization/order.
- e. The AO must ensure the security clearance designation correctness.

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

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

C4425 ITINERARY VARIATION

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

- 1. Omit travel to named destinations,
- 2. Change the named destinations travel sequence,

3. Change the specified time for remaining at a named destination, and/or
4. Travel to additional destinations.

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

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

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY (68 Comp. Gen. 465 (1989)):
 - a. The duties to be performed are temporary in nature,
 - b. The assignment is for a reasonable time duration, and
 - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.
3. The "temporary" designation of an employee's duty station on a travel authorization/order is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).
- *5. A reduced fixed per diem, 55% of the TDY locality rate (see par. C4560-B), is payable for a long-term TDY assignment of more than 180 consecutive calendar days at one location.
6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

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

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

1. Approve the travel authorization/order as written (making sure the advice in par. C4430-E is contained in the TDY authorization/order remarks section), or
2. Direct the travel authorization/order be amended to:

- a. Terminate the duty thereby returning the employee to the old station or assigning a new station,
- b. Change the assignment from TDY to a PCS,

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

- c. Fix the period at 180 or fewer days from the reporting date at the TDY station, or
- d. Authorize a TCS (see par. C4430-E).

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

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

E. Taxation of Reimbursable TDY Allowances

1. An AO must advise an employee of the potential federal, state, and local income tax liability if the TDY assignment (including training assignment) is at one location for more than a year.
2. ***A civilian employee's TDY assignment at one location for more than a year is considered, by the IRS, to be a permanent assignment and any reimbursement (especially per diem) may be considered taxable income by the IRS. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4715 for Income Tax Reimbursement Allowance (ITRA).***
3. An IRS statute, 26 USC §162(a) and the implementing IRS regulations in 26 CFR 162, do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

NOTE: Tax rules may differ by state and locality.

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

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

Example 2. An employee's original TDY authorization/order is for 160 days. On day 30, the assignment is

extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

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

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

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

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

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

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

C. TDY at Other than Leave Point

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

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

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

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

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

a. Old PDS to the leave address or to the place at which the travel authorization/order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

b. Leave address or place at which the travel authorization/order is received, as applicable, to the TDY station; and

c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip POC TDY travel may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

Frequent TDY assignment to the same OCONUS locale by the same employee must be evaluated periodically to determine necessity and if there are alternatives. If evaluation indicates significant expenditures (ICW TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4460 TDY ASSIGNMENT TO A SUBMARINE

An employee must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignment. This instruction can be accessed from the Internet at website address: http://www.combatindex.com/mil_docs/pdf/secnav/6400/6420-1D.pdf.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Ch 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Ch 7, Part H, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE

A. Authorization/Approval. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

B. Starting/Ending Travel. If to the GOV'T's advantage, POC use may be authorized/approved to begin/end at the:

1. Traveler's residence (from which the traveler commutes daily to the PDS),
2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or
3. Place near the traveler's residence where the POC is garaged/stored.

C. Cost. *Relative cost should be a consideration.*

D. Example. Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL

For travel to and from a carrier terminal, reimbursement is authorized IAW par. C2192.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATE

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

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

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

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

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

allowance prescribed in this Part.

D. Offices Designated to Authorize Increased Per Diem

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

*a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4560-B1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, NTE the applicable maximum rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY or training locality; or

*b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4560-B1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

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

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

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

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

****NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4560-B for a travel period that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.***

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

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

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

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

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

F. Standard CONUS Per Diem Rate

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

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

C4551 PER DIEM RATE REVIEW

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

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

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

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

CONUS Locations
General Services Administration
 Office of GOV'Twide Policy
 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
 Hoffman Building 1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

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

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

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

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

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

2. Per Diem Allowed

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

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

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

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

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

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

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

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Ch 4, Part L. See par. C4525 for a

training course exception. For AEA information, see Ch 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

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

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

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

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

C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

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

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

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

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

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

B. Maximum Per Diem Rate

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

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

C. Per Diem Allowance Elements

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

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

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

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

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

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

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point

is involved, the highest M&IE rate prescribed for any of the TDY locations is used. See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate. See par. C5120-C, Example 1.

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

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

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

a. Day Travel Begins

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

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

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

b. Full Calendar Travel Days

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

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

c. Returning from Travel

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

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem

allowance is the M&IE rate applicable to the preceding calendar day (for a student dependent the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

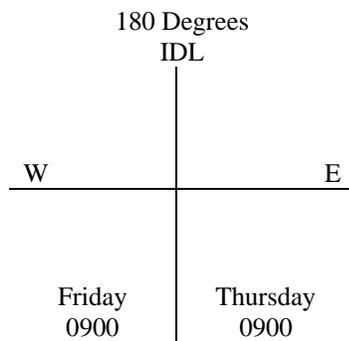
*(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required. See par. C4553-D2d. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

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

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

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

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



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

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

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

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

b. OCONUS. The

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

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

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

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

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

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

B. Deductible Meal

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

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

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

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

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

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

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

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

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

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

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

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

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

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

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

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

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

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

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

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

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

NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.txt>).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBICA 15600-TRAV, 7 March 2002. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.PDF>.

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA 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. GSBICA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.PDF>).

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

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

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

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

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

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

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See APP G for official communications.*);
9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

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

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

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

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

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

F. Dual Lodging Reimbursement on a Single Day

1. When the AO determines it necessary for a traveler to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodgings cost incurred at TDY location (Location B) at which the traveler remained overnight is used for computing the traveler's per diem for TDY at that location (Location B) for that day.
2. The lodging cost incurred at the other location (Location A) is reimbursable as a miscellaneous expense (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).
3. Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging tax that would have been paid had the traveler remained there (Location A) overnight.
4. ***A travel authorization/order that authorizes long-term reimbursement for dual lodging is not permitted.***
5. Example: A travel authorization/order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is, in fact, to be going to one or more other locations for lengthy periods during the TDY period. ***Using the authority in par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.***

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

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

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

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

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

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

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

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

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem allowance is:

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

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

C4557 GOV'T QUARTERS AVAILABLE AT AN OCONUS LOCATION

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

C4558 PER DIEM FOR TRAVEL BY SHIP

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

B. GOV'T Ship

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

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

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

C. Commercial Ship

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

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

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

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

2. Transportation. The employee is authorized:

a. GOV'T-procured ferry transportation; or

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

3. Per Diem

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

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

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

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

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

C4559 RECREATIONAL VEHICLE USE FOR LODGING

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

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.
2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

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

*C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENT

*A. General. Per diem for a long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4560-B1. The per diem rates in par. C4560-B apply for the entire period, except that per diem for the arrival day at and departure day from the TDY location is determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined IAW the instructions in par. C4560-B1 is payable in a fixed amounts. See par. C4430 for time limitation and authorization for a long-term TDY assignment.

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

*B. Long-term TDY Assignment. Per diem for a TDY assignments of more than 180 consecutive calendar days at one location is:

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

NOTE 1: Tax on lodging in CONUS and non-foreign OCONUS areas (see APP A definitions) is limited to

tax on the maximum amount prescribed for lodging in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY location and is reimbursable in addition to the 55% per diem.

NOTE 2: Tax on lodging in foreign OCONUS areas is part of per diem and is not separately reimbursable. The OCONUS reduced per diem rate includes the lodging tax. For example, 55% of \$300 (\$194/\$106) = \$165/day which is the reduced per diem rate for lodging, lodging tax, and M&IE.

NOTE 3: If an employee is transferred by PCS travel authorization/order to the long-term TDY location, per diem being paid ICW the long-term TDY assignment stops on the date the employee is notified of the PCS transfer. See par. C4113.

*C. Exception to the Prescribed Long-term TDY Per Diem Allowance. When the 55 percent rate prescribed in par. C4560-A1 is not appropriate for a particular TDY assignment, a DOD Component may request an exception to the 55 percent rate IAW pars. C4560-B1 and C4560-B2, below. A request for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. The request must be supported by documentation of the circumstances (for example, adequate lower-cost lodgings availability (or non-availability)) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD Component involved may request a lower fixed per diem rate under par. C4550.

2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD Component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate for the TDY locality prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

3. Reimbursement for Retained Lodging Cost when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain the TDY lodging while on leave. The AO may authorize/approve retained lodgings cost reimbursement (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The amount cannot exceed the per diem or AEA plus appropriate tax that would have been paid had the employee not taken leave.

***Example 1**

a. An employee on a long-term TDY assignment is paid per diem at the rate of \$51.00 (55% of \$91). The TDY locality per diem rate is \$91 (\$60/ \$31), $55\% \times \$91 = \50.05 rounded to the next higher dollar = \$51.

b. The \$51.00 per diem paid the employee consists of \$17.05 (55 % of \$31, the M&IE rate) for meals and incidental expenses and \$33.95 (\$51.00 minus \$17.05) for lodging.

c. In June the employee is on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$1,018.50 (\$33.95/day x 30 days), the initial 55 percent per diem rate for lodging. Since the actual lodging cost, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.

e. The daily lodging cost for each day is \$40, determined by prorating the \$800 monthly lodging cost for June over 20 days during which the employee is authorized per diem.

f. The adjusted per diem is \$57.05 (\$40 for lodging + \$17.05 M&IE). The \$57.05 does not exceed the \$91 locality per diem rate.

***Example 2**

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

*4. Return to PDS during TDY. See Ch 4, Part N for return to the PDS during TDY.

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

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

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

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

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

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

located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

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

C. Leave and Non-workday

1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.*

For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

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

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

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

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

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

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

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

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

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

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

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

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

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

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

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

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

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

C4565 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

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

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes the current PCS MALT.

C. Per Diem Rates. See: <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for current per diem rates. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.

D. Examples. The following are per diem computation examples for specific circumstances:

1. Example 1-TDY Travel

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

2. Example 2-TDY Travel

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

3. Example 3-TDY Travel Involving IDL with a 'Lost' Day

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

4. Example 4-TDY Travel Involving IDL without a 'Lost' Day

EXAMPLE 4			
TDY Travel Involving IDL without a 'Lost' Day			
<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72). The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19. When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date. A GOV'T mess is not available at the TDY point. AEA is not authorized.</p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54.00
19-24 Aug (Thurs-Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	\$72 x 75 % =		\$54.00
Total			\$1,380.00

5. Example 5- AOR Per Diem/TDY Travel Overnight – No Lodging Required

Example 5				
AOR Per Diem/TDY Travel Overnight – No Lodging Required				
<p>An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The employee stayed in GOV'T quarters and received the AOR per diem rate from 5-30 Jan. The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan. The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The employee departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:</p>				
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 employee				\$317.75

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

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

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

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

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

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

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

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

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

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

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

NOTE:

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

Example			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60 for lodging tax (8%). The maximum per diem applicable at that location was \$109, (\$70/ \$39).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$109) (\$70/ \$39). Each dependent under age 12 is authorized per diem NTE 50 percent of the rate.			
	M&IE	Max Lodging	Total
Employee:	\$39	\$70	\$109.00
Employee's spouse	\$39	\$70	\$109.00
Child (age 12 or older)	\$39	\$70	\$109.00
Child (under age 12)	\$19.50 (\$39 x 50%)	\$35 (\$70 x 50%)	\$ 54.50
Max daily amt that may be paid for costs incurred by employee & 3 depts	\$136.50	\$210	\$381.50
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$136.50 for M&IE and NTE \$240 for lodging), as follows:			
M&IE:	\$136.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$240) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$231.50 (Daily amount that is payable to the employee and dependents (within the maximum \$381.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60		
Total:	\$239.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). Determine the maximum daily amount starting on the 31 st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Employee's spouse:	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Child (age 12 or older)	\$23.40 (\$39 x 60%)	\$42 (\$70 x 60%)	\$65.40
Child (under age 12)	\$11.70 (\$39 x 30%)	\$21 (\$70 x 30%)	\$32.70
Max daily amt that may be paid for costs incurred by the empl & 3 depts	\$81.90	\$147	\$228.90
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$81.90 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$81.90 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$176.90 (Daily amount that is payable to the employee and dependents within the maximum \$228.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60		
Total:	\$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

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PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)**SECTION 1: GENERAL****C5750 GENERAL**

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

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

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

****NOTE: An employee, who elects PM services after the DOD Component offers them, may later elect to sell the residence per par. C5825-D1 within the applicable time limitation and par. C5810-E provisions. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. C5756-B. This authority does not extend to an employee enrolled in the Home Sale Program.***

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

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

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's transfer effective date. See APP A.
2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
3. The 2-year period begins on the employee's transfer effective date and ends on the second anniversary of

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

that date. For example: If an employee's transfer effective date was 20 October 2005, settlement must occur no later than 20 October 2007.)

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

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

1. Definitions. The following definitions apply for the purposes of par. C5750-D:
 - a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
 - b. Foreign Area. See definition in APP A.
2. Applicability
 - a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
 - b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.
3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at GOV'T expense under a civilian PCS travel authorization/order is not eligible for real estate allowances. The following are ineligible:
 - a. A locally hired employee in par. C5566-E2a(1) (former member of U.S. armed forces).
 - b. A locally hired employee in par. C5566-E2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;

c. A locally hired employee in par. C5566-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a break in service (see definition in APP A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area. See GSBICA 16811-Relo, 13 March 2006. This decision is available at <http://141.116.74.201/regs/comp-gen-dec/GSBICA16811.PDF>.

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C5750-D4a to be eligible for expense reimbursement in par. C5750-D4b.

5. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel authorization/order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. C5075 is required for reimbursement of residence transaction expenses authorized under par. C5750.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee. See 58 Comp. Gen. 208 (1979).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee. See B-249451, 7 January 1993.

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5750-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part. Upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel authorization/order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. See 72 Comp. Gen. 130 (1993).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comptroller General and GSBGA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from Alaska to a foreign PDS, Singapore, in the GOV'Ts interest. The employee sold the Alaska residence after being notified by agency officials that return would not be to Alaska and that return rights would be to the prior position in Savannah, Georgia. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, South Carolina. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in Alaska since it was sold after the employee had been officially notified that the return would not be to Alaska but to a different duty station in CONUS or non-foreign OCONUS area. See 72 Comp. Gen. 130 (1993). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-249184.htm>.

2. Example 2. An employee assigned at Fort Shafter, Hawai'i, was notified that the employee would be transferred to Fort McPherson, Georgia. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in Hawai'i. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in Hawai'i was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the United States (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to Hawai'i. The employee was later transferred from Korea to Huntsville, Alabama. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, Virginia, or in the alternative, Huntsville, Alabama, if the function was transferred there. The Comptroller General believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in Hawai'i. The employee sold the residence in Hawai'i after receiving the official notice. The Comptroller General authorized real estate allowances for the employee's residence sale in Hawai'i since the criteria enunciated in 72 Comp Gen 130 (1993) was satisfied. The criteria enunciated in that decision are: (1)

official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station. See B-255822, 17 May 1994. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-255822.htm>.

3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, Colorado, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station. See B-242558, 19 Jun 1991. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-242558.htm>.

4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, California, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DOD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, Florida. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP. See GSBCA 13699-Relo, 21 March 1997. *This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA13699.txt>.*

5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DOD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of an intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming. See B-261836 Date: No Date. *This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-261836.txt>.*

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, Colorado, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, Colorado, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, Oklahoma. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, Oklahoma. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty. See GSBCA 14889-Relo, 7 April 1999. *The Comptroller General noted in this decision that the PDS includes the residence or other quarters from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic*

residence. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14889.txt>.

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the employee's name alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5750-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

- a. Legal Title Interest. Except as in par. C5750-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).
- b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and
- (f) Employee provides the DOD component concerned with a trust document copy.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and
- (d) Employee provides the DOD component concerned with a financing document copy.

The DOD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies).

NOTE: See GSBGA 16938-RELO at <http://www.gsbca.gsa.gov/relo/r1693825.txt>, and GSBGA 16943-RELO at <http://www.gsbca.gsa.gov/relo/r1694311.txt>.

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:
- 1- Property is the employee's residence (see par. C5750-B2);
 - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
 - 3- Lender requires the accommodation party's signature on the finance document;
 - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - 5- Accommodation party's name is on the title;
 - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
 - 7- Employee provides the DOD component concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. C5750-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DOD component concerned.
- (4) Title Held by Property Seller. The title is held in the property seller's name and the:
- (a) Property is the employee's residence as described in par. C5750-B2;
 - (b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;
 - (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and
 - (d) Employee provides the DOD component concerned with a financing agreement copy.
- (5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:
- (a) The property is the employee's residence as described in par. C5750-B2;
 - (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
 - (c) Only the employee and/or dependent(s) has made payments on the property;

- (d) The employee and/or dependent(s) receives all proceeds from the property sale; and
- (e) The employee provides documentation acceptable to the DOD component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DOD component concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).
2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. C5750-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:
 - a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis (GSBCA 15720-RELO, 28 March 2002).
 - b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold (CBCA 787-RELO, 6 February 2008).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. C1004.

C5753 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5750-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (see par. C5080-F) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**A. Reimbursable Expense**

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
 - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
 - b. Preparing conveyances, other instruments, and contracts;
 - c. Related notary fees and recording fees;
 - d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
 - e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

- a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:
 - (1) FHA or VA fee for a loan application;
 - (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
 - (3) Cost of preparing credit reports;

- (4) Mortgage and transfer taxes;
 - (5) State revenue stamps;
 - (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5756-A4b below;
 - (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
 - (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
 - (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;
 - (10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;
 - (11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
 - (12) Environmental protection fee if required as a mortgage condition. See GSBCA 16053-Relo, 10 June 03.
- b. Non-reimbursable Items. Except as otherwise provided in par. C5756-A4a, the following expenses are not reimbursable:
- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;
 - (2) Interest on loans, points, and mortgage discounts;
 - (3) Property taxes;
 - (4) Operating or maintenance costs;
 - (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C5756-A4a above;
 - (6) Expenses that result from residence construction; and
 - (7) VA funding fee (64 Comp. Gen. 674 (1985)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
- b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at

the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. C5759.

Effective for an employee whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C5759-A2 and C5759-A3, showing that the employee in fact incurred and paid the expense.
2. Residence Sale. The following supporting documents are required:
 - a. Sales agreement;
 - b. Property settlement document;
 - c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
 - f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.
3. Residence Purchase. The following supporting documents are required:
 - a. Purchase agreement;
 - b. Property settlement document;
 - c. Loan closing statement;
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;

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

- f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

B. Claim Submission. See DODFMR Vol. 9, Chapter 6, paragraph 610, at http://www.dod.mil/comptroller/fmr/09/09_06.pdf.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

- 1. The total claimed is within prescribed limitations,
- 2. All the conditions and requirements under which claims may be paid have been met, and
- 3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705)". The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website:

<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo736.html>.

C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DODFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C5765 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

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SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5815 GENERAL

A. When PM Services May Be Authorized

1. A DOD component may permit PM services use when the PCS is in the GOV'T's interest.
2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.
3. Payment for PM services may be authorized when an employee:
 - a. Transfers in the GOV'T's interest to a foreign PDS; or
 - b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with GOV'T expense reimbursement; or
 - c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with GOV'T expense reimbursement; or
 - d. Is authorized TCS (see Ch 5, Part O); or
 - e. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C5815-A3b and C5815-A3c above, PM services are in lieu of the sale of the employee's residence at GOV'T expense.

B. Obtaining PM Services. PM services may be:

1. Obtained under the DOD National Relocation Program contract (see <http://www.nab.usace.army.mil/dnrp/>), or
2. Employee-procured rental agency services with reimbursement up to 10% of monthly rent.

C. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;
2. Negotiating the lease;
3. Inspecting the property regularly;
4. Managing repairs and maintenance;
5. Enforcing lease terms;
6. Collecting the rent;
7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
8. Accounting for the transactions and providing periodic reports to the employee; and
9. Similar services.

D. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the GOV'T:
 - a. Pays a relocation service company, or
 - b. Reimburses an employee.
2. The DOD component must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:
 - a. Relocation company for service to the employee, or
 - b. Employee for self-procured PM services.
3. The employee should be advised to consult with a tax advisor:
 - a. To determine the tax consequences of these payments, and
 - b. On maintaining the residence as a rental property.

E. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); and
3. An employee transferring between PDSs both of which are in foreign areas. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C5820.***

C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A components, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:
 - a. A transfer to a foreign PDS is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at GOV'T expense under pars. C5750 or C5800 if transferred to/within the U.S.; and
 - c. The employee signs a service agreement.
2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;

2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or
3. Separates from GOV'T service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

A. Authorized PM Services. The AO may authorize PM services:

1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.
2. When an employee is transferred:
 - a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or
 - b. Within CONUS/non-foreign OCONUS areas
3. Only if:
 - a. The employee's transfer is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at GOV'T expense under par. C5750 or C5800;
 - c. PM services are to the GOV'T's advantage and cost effective for the GOV'T than sale of the employee's residence; and
 - d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the GOV'T reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the GOV'T for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at GOV'T expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

*D. Residence Sale after Electing PM Services (FTR §302-15.11 and 302-15.70)

- *1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part P with the GOV'T reimbursing expenses per DOD Component regulations IAW par. C5810-E requirements. ***This authority does not extend to an employee enrolled in the Home Sale Program.***
2. Payment for residence sale with the GOV'T reimbursing expenses may not exceed the maximum amount in par. C5756-B1, less the amount paid for PM services.
3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5756-B1, no

reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment must not exceed 2 years from the employee's transfer effective date.
2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5750-C, for up to two additional years, may be allowed.

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;
2. Employee separates from GOV'T service;
3. Temporary official station becomes the PDS; or
4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5830 after the temporary official station becomes the employee's PDS.

SECTION 3: HOME MARKETING INCENTIVE PAYMENTS***C5835 GENERAL (FTR §302-14)**

*A. Purpose. The home marketing incentive payment is intended to reduce the GOV'T's relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence. This employee home sale activity significantly reduces the fees/expenses a DOD component must pay to a relocation services company and effectively lowers the relocation program cost. An employee enrolled in the Home Sale Program is limited to the payment limitations in par. C5849. Subsequent reimbursement is not authorized IAW par. C5810-B for real estate transaction and unexpired lease expense allowances (par. C5750-A4) or property management (PM) services (par. C5825-D1) after enrolling in the Home Sale Program.

B. Definitions

1. Home Sale Program. A program under which a relocation company, under contract with DOD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a buyer.

C. Tax Consequences. Subject to IRS, state and local requirements:

1. A home marketing incentive payment is income.

2. A DOD component must withhold, and the employee may be liable for, federal, state, and local income taxes.

3. *No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.*

C5840 ELIGIBILITY

A DOD component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Gov't reimbursing expenses.

C5845 PAYMENT CONDITIONS**A. Eligible Employee**. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DOD component's home sale program,

2. Independently and aggressively market the residence,

3. Find a buyer for the residence as a result of independent marketing efforts,

4. Transfer the residence to the relocation company through which the buyer completes the sale, and

5. Meet any additional conditions established by the DOD component.

B. Relocation Services Fee. The DOD Component must pay a reduced fee/expenses to the relocation company as a result of the employee's independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

Part Q: Relocation Services/Section 3: Home Marketing Incentive Pmts

1. Army: A commander of an Army Command, commander of an Army Service Component Command, Commander/Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staff and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. This authority may be re-delegated at the commander's/agency head's discretion, but no lower than the local commander or activity head.
2. Navy: Major Claimants.
3. Marine Corps: The heads of Marine Corps activities/commands.
4. Air Force: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4D236
Washington, DC 20330-1040
Only an employee traveling under Civilian Career funding may be authorized.
5. DOD Components: Each DOD agency must determine whether a Home Marketing Incentive payment is authorized and make certain each agency employee knows who to contact for information.

C5849 MAXIMUM AMOUNT PAYABLE**A. Payment Limitations**

1. The DOD component determines the home marketing incentive payment amount ; however, the payment may not exceed the least of:
 - a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or
 - b. \$10,000; or
 - c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.
2. *If no savings are realized, a home marketing incentive may not be paid.*

B. Payment Examples. The percentages shown are for illustrative purposes only.1. Example 1

- a. The relocation company gives the employee a buyout offer of \$150,000 for the residence.
- b. The DOD component decides how much of an incentive they wish to pay (1% to 5%).
- c. If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is \$1,500 ($\$150,000 \times 1\% = \$1,500$).
- d. A 3% incentive is \$4,500 ($\$150,000 \times 3\% = \$4,500$).
- e. A 5% incentive is \$7,500 ($\$150,000 \times 5\% = \$7,500$).

2. Example 2

- a. The relocation company gives the employee an "amended value" or "amend-from-zero" offer or closes an "assigned sale" offer that matches the outside buyer's \$150,000 offer.

- b. The service cost to the DOD component for the relocation company to provide the regular “guaranteed home sale” service is 20.84% of the appraised value of the home.
- c. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.
- d. The Service is willing to pay a 4% incentive under par. C5849-A1a.
- e. A regular “guaranteed” appraised value offer is $\$150,000 \times 20.84\% = \$31,260$ service fee to the relocation company for providing the home sale service.
- f. The “amended” or “amend-from-zero” or “assigned sale” offer is $\$150,000 \times 12.43\% = \$18,645$ service fee to the relocation company.
- g. In this example:
- (1) The 4% incentive is $\$6,000$ ($\$150,000 \times 4\% = \$6,000$).
 - (2) The flat limitation of $\$10,000$, and one half of the savings realized is $\$6,307.50$.
 - (3) There is a service fee savings to the DOD component of $\$12,615$ ($\$31,260 - \$18,645 = \$12,615$).
 - (4) One half of $\$12,615 = \$6,307.50$.
 - (5) Based on the comparison of $\$6,000$ (item 1), $\$10,000$ (item 2), and $\$6,307.50$ (item 3), the employee would receive $\$6,000$.

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PART A: EVACUATION TRAVEL

C6000 LEGAL BASIS

A. Transportation Authority

1. Title 5 USC §5725 provides authority for GOV'T expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.
2. See Ch 6, Part C for foreign area evacuations.
3. See Ch 6, Part D for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

1. Title 5 USC §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized/ordered to evacuate the employee's PDS.
2. See Ch 6, Part C, DSSR, section 615 for foreign area evacuations.
3. See Ch 6, Part D, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

C. Department of State (DOS) Standardized Regulations (DSSR)

1. DODI 1400.11, adopted the provisions of the Department of State (DOS) Standardized Regulations (DSSR), chapter 600, "Payments During an Ordered/Authorized Departure"
<http://www.dtic.mil/whs/directives/corres/html/140011.htm>.
2. See Ch 6, Part C for an annotated extract of DSSR, chapter 600, modified to relate to a DOD civilian employee.
3. The DOS regulations apply for evacuations from, or within, any foreign area. See APP A for "foreign area".

D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, between DOS and DOD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,
2. Interagency checklist and other related documents,
3. Responsibilities,
4. Authority to invoke an emergency evacuation plan,
5. Responsibility for military operations, and
6. Organization for emergency planning.

E. Office of Personnel Management (OPM) Regulations

1. DODI 1400.11 <http://www.dtic.mil/whs/directives/corres/html/140011.htm>, adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation.
2. See Ch 6, Part D for DOD implementation of 5 CFR, Part 550, Subpart D.

3. OPM regulations apply to U.S. and non-foreign OCONUS area (see APP A) evacuations.

C6005 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part C.

B. Authorizing/Ordering an Evacuation

1. DOS determines when an evacuation from a foreign area is necessary.
2. The Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DOD noncombatants, in appropriate circumstances, such as:
 - a. A Presidential declaration of national emergency, or
 - b. Directed reinforcement of U.S. Armed Forces in a theatre, or
 - c. To accommodate force protection or anti-terrorism considerations,
3. Secretary of Defense authority does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DOD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DOS and DOD, 14 July 1998.
4. A commander of a Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:
 - a. Timely communication with the DOS is not possible,
 - b. There is no DOS presence in the area concerned, and/or
 - c. Time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens.
5. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990). See <http://www.dtic.mil/whs/directives/corres/html/302514.htm>.
6. POC for DOD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD CAP member for DOD agencies. The directory at <http://perdiem.hqda.pentagon.mil/perdiem/phdir.html> lists offices and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:
 - a. Return to the PDS from which evacuated;
 - b. Transfer or reassignment of the employee to another PDS;
 - c. Return to actual residence; or
 - d. Transportation to the final safe haven.

NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee

and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

2. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Ch 6, Part C for SEA.

E. Actual Expense Allowance (AEA). *AEA in Ch 4, Part M is not authorized/approved for evacuations from foreign OCONUS areas.*

C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part D and par. C6010-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DOD components (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DOD agencies. The directory in <http://perdiem.hqda.pentagon.mil/perdiem/phdir.html> lists names and phone numbers for Civilian Advisory Panel members*);

2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;

3. The head of a DOD component (see definition in APP A) or designated representative;

4. The commander of a U.S. installation (see definition in APP A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. C6010-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

a. Return to the PDS from which evacuated;

b. Transfer/reassignment to another PDS; or

c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.
2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:
 - a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T quarters) and return; or,
 - b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T quarters) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part D, section 550.405.
2. Actual Expense Allowance (AEA). *AEA in Ch 4, Part M is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.*

C6015 SAFE HAVEN

- A. OCONUS Foreign Area Evacuation. See the definition of safe haven in Ch 6, Part C, par. 610(l).
- B. CONUS/Non-Foreign OCONUS Area Evacuation. See the definition of safe haven in Ch 6, Part D, par. 550.402(g).
- C. U.S. Evacuation. If the fifty United States and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty United States and the District of Columbia to which traveling at GOV'T expense.
- D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be GOV'T quarters, determined to be suitable by the appropriate authority in par. C6010-B who authorized/ordered the limited evacuation. See par. C6010-D.

C6020 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

See par. C5236.

C6025 POV SHIPMENT

There is no authority to ship a POV ICW an evacuation. A POV may be shipped at GOV'T expense IAW the provisions in Ch 5, Part E, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is not authorized for an evacuation. See Ch 5, Part H.

PART B: ADVERSE CONDITIONS TRAVEL

C6100 LEGAL BASIS

Title 5 USC §5725 provides authority for transportation at GOV'T expense for an employee's dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

C6105 ADVERSE LIVING CONDITIONS

An activity/area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting HHG movement to such location because of dangerous/adverse living conditions.

C6110 TRANSPORTATION TO AN ALTERNATE LOCATION

A. Alternate Destination Point. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned/transferred, transportation of dependents and HHG may be authorized to an employee-designated alternate destination point (or a dependent-designated destination when it is impracticable to secure the employee's designation).

B. Subsequent Transportation of Dependents/HHG. The dependents and HHG may be moved later from the alternate point to the employee's PDS when the restriction is lifted or to an unrestricted PDS to which the employee is subsequently assigned/transferred.

C. Authorization Restrictions. Except as otherwise provided in JTR, transportation of dependents/HHG to an OCONUS PDS is not authorized under par. C6110 unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS; and
2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. The transportation is authorized through the Secretarial Process.

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**PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE
IN THE UNITED STATES**

C6300 OPM REGULATIONS

DOD Implementation of OPM regulations in 5 CFR §550-401 through §550-409 regarding payments during an evacuation (Including evacuation during a pandemic health crisis).

Questions regarding evacuations may be referred to: pay@cpms.osd.mil

DOD web site with evacuation information: http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm

For additional guidance see OPM'S "handbook (and addendum) on pay and leave benefits for federal employees affected by severe weather emergencies or other emergency situations" available at:

<http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>

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Sec. 550.401 Purpose, Applicability, Authority, and Administration.

(a) Purpose. This Part provides regulations to administer title 5 Code of Federal Regulations (CFR), section 550-401 through 550.409 within DOD. Those sections implement subchapter III (except sections 5524a and 5525) of chapter 55 of title 5, United States Code, and provide for Government-wide uniformity in making payments during an evacuation to an employee or the employee's dependents, or both, who are evacuated in the CONUS and non-foreign OCONUS areas because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the US or in a Non-foreign OCONUS Area.

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DOD components;
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;
3. The head of a DOD Component (see definition in APP A) or designated representative;
4. The commander of a U.S. INSTALLATION (see definition in APP A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) Applicability. This part applies to—

- (1) The Department of Defense (DOD) and DOD Components;
- (2) An employee of a DOD Component who is a U.S. citizen or who is a U.S. national;
- (3) An employee of a DOD Component who is not a U.S. citizens or a U.S. nationals, but who was recruited with a service agreement that provides return transportation to the area from which recruited; and
- (4) An alien employee of a DOD Component hired within the United States.

(d) Authority. An advance payment, evacuation payment and payment of a special allowance as provided by this Part may be made by the responsible official designated by the Secretarial Process (See definition of "Secretarial Process" in APP A).

(e) Administration. The responsible official designated by the Secretarial Process for the DOD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. An advance payment and evacuation payment and any required adjustments must be made IAW the DOD component's procedures.

Sec. 550.402 Definitions.

- (a) **Agency** means an Executive agency, as defined in section 105 of title 5, United States Code.
- (b) **Day** means a calendar day.
- (c) **Dependent** means a relative (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac – No age limit on dependent (11 Oct 2005 email)).
- (d) **Designated representative** means a person age 16 years or older who is named by an employee for the purpose of caring for a dependent.
- (e) **Evacuated employee** means an employee of a DOD Component who has received an order to evacuate.
- (f) **Order to evacuate** means an oral or written order to evacuate an employee and/or that employee's dependents from an assigned area.
- (g) **Safe haven** means a location to which an employee and/or dependent will be or has been evacuated.
- (h) **United States** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any territory or possession of the United States. This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR, APP A. See JTR, APP A for listing of territories and possessions of the United States.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

- (a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.
- (b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and must be paid on the employee's regular pay days when feasible.
- (c) **Special allowances, including travel expenses and per diem**, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.
- (d) **An advance payment or an evacuation payment** may be paid to the employee, a dependent age 16 years or older, or a designated representative. When payment is made to someone other than the employee, the employee's prior written authorization must have been provided to the authorizing official designated by the Secretarial Process.
- (e) Any DOD Component may make payments in an evacuation situation to an employee of another Federal agency/ DOD Component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this Part by a DOD Component other than the employee's agency/DOD Component, the DOD component making the payment must immediately report the amount and date of the payment to the employee's agency/DOD Component so that prompt financial actions may be taken.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

- (a) Payments must be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable, must be made before an advance payment or evacuation payment is made.
- (b) (1) **The amount of advance payments** must cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

- (2) **Evacuation payments** must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.
- (c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.
- (d) (1) **For a full-time and part-time employee**, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.
- (2) **For an intermittent employee**, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DOD component.

Sec. 550.405 Determination of Special Allowances

***NOTE:** An agency may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>. An agency may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf> (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)*

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

- (a) The travel expenses and per diem for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined IAW the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.
- (b) **Subsistence expenses** for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:
- (1) The applicable maximum per diem rate is computed as shown in the example in JTR, par. C4567-C for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for the employee and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.
- (2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no

longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined IAW paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem IAW the JTR.

Sec. 550.406 Work Assignments during Evacuation; Return to Duty

(a) An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When a part-time employee is given assigned work at the safe haven, a record of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments during Evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

(d) The employee has resumed duties at the duty station from which evacuated; ***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).***

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

(a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any

adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this Part.

- (c) (1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.
- (2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.
- (d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

Sec. 550.409 Evacuation Payments during a Pandemic Health Crisis.

- (a) An agency may order one or more employees to evacuate from their worksite and perform work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made IAW § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.
- (b) The head of an agency, in that person's sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.
- (c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

PART E: TRAVEL AT NO EXPENSE TO THE GOV'T

C7200 GENERAL

A. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at GOV'T expense.

B. Employee Status. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave status. ***If the employee is in a duty status, a TDY travel authorization/order must be issued. If the employee is in a leave or other non-duty status, a travel authorization/order must not be issued.***

C. Travel Documentation. Any travel documentation provided to the traveler must indicate that:

1. Attendance at the event is in the DOD's interest, but travel is at no expense to the GOV'T and no per diem or other reimbursement is authorized;
2. Travel is at the traveler's request and no accounting information is to be placed on the travel documentation; and
3. The traveler may choose, without penalty, not to perform the travel.

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PART F: REPATRIATION TRANSPORTATION

C7250 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL

A. Conditions. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at GOV'T expense through violation of a service agreement, may be authorized GOV'T transportation for the employee and family members if all of the following conditions exist:

1. The employee was transported to the OCONUS PDS at GOV'T expense,
2. The employee's actual residence is in the U.S.,
3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at GOV'T expense and the destination is in the U.S.,
4. 90 or fewer days have elapsed since transportation eligibility loss,
5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss,
6. GOV'T transportation facilities (AMC or MSC) are available to the U.S., and
7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the GOV'T's interest.

B. Reimbursement Requirement. The employee concerned is required to pay the transportation charges from personal funds at the time of booking passage. The transportation cost is the International Rate Book Tariff rate when travel is by airlift service (AMC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

C7255 FOR ARMY CIVILIAN MARINE PERSONNEL

A. Coverage. Par. C7255 applies to the repatriation of a U.S. citizen civilian marine employee of the Department of the Army who has been left ashore in an outport in the course of employment with no advance arrangements for return to the ship or home port. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover ordinary TDY, PCS, or other travel conditions under an agreement. ***These provisions do not apply to a local marine employee in an OCONUS area who is employed under a labor contract or a civilian marine employee paid under native wage scales.*** The OCONUS command concerned repatriates such an employee under local law and local prevailing maritime practice.

B. Classes I and II Repatriates

1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander) by the definitions contained in pars. C7255-B2 and C7255-B3.
2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employee action not based on the employee's misconduct or negligence. This includes an employee left ashore as a result of a sudden, unannounced change in the ship's schedule, an employee hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and an employee put ashore as a result of shipwreck.
3. Class II Repatriate. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of the employee's own negligence, misconduct, or desire to leave employment. This includes an employee hospitalized as a result of misconduct disability, an employee who has deserted the ship, and an employee detained by police authorities.

C. Assistance Furnished

1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance under pars. C7255-C2 and C7255-C3 to rejoin their ships or other Army civil service manned ships, to return to their home ports, or return to CONUS ports, as appropriate.
2. Class I Repatriate. If a GOV'T civil service manned ship is not available for the transportation of a class I repatriate, a travel authorization may be issued providing travel and transportation.
3. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. See appropriate personnel directives regarding a workaway's status as filling a vacancy on a manning scale and/or wages. See appropriate personnel directives regarding a class II repatriate's duty performance requirements. See appropriate personnel directives to determine if a workaway is to be assigned day work in the department of the workaway's rating and be subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished to a workaway are at no cost to the GOV'T, even if the workaway is disabled and cannot perform work. If the class II repatriate cannot be repatriated as a workaway, GOV'T funds may not be used for travel and transportation unless the individual is destitute. In such cases of destitution, all GOV'T funds spent must be recovered through appropriate collection procedures, including deductions from compensation due.

PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)

C7300 GENERAL

The heads of a DOD Component may authorize/approve certain travel and transportation expenses for a threatened individual (as provided in par. C7305) whose life is in jeopardy as a result of the employee's assigned duties and who, as a protective measure, is moved to temporary living accommodations at or away from the PDS.

C7305 ELIGIBILITY

An employee (as defined in App A) who serves in a law enforcement, investigative, or similar capacity and members of their immediate families (as defined in App A) are eligible for the allowances under this Part when, because of the employee's assigned duties, the employee is found to be in a life-threatening situation. When warranted by the circumstances of a particular situation, a DOD Component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, the DOD Component must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this Part, "employee" also includes a Federal employee and another person cross-designated as an employee for a specific investigational purpose. A member of such employee's immediate family also is eligible. The employing DOD Component must be the DOD Component to whom the employee was assigned at the time of the threat.

C7310 POLICY

The authority in par. C7300 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 60 or fewer days, and the only feasible alternative is to transfer the employee to a new PDS. A DOD Component head must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

C7315 DELEGATION OF AUTHORITY

A DOD Component head may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving an eligible individual from home.

C7320 PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL

When a situation occurs that appears to be life-threatening, the DOD Component head is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from home. The DOD Component head must immediately inform the Criminal Division of the Department of Justice (DOJ), IAW DOJ regulations, of the threat. The name of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DOD Component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the DOD Component head of the seriousness of the threat and recommend a course of action. The DOD Component head, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the DOD Component head must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

C7325 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the DOD Component head decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be allowed for 60 or fewer days. The DOD Component may, however, approve extensions of the time as provided in par. C7320. If the threatened individual was directed to move into temporary accommodations during DOJ's initial

7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the DOD Component head decides to return the individual home. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the DOD Component head should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the PCS costs.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The DOD Component head designates the appropriate location(s).

C7330 SUBSISTENCE PAYMENTS

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the employee's responsibility. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

C. Allowable Meal Expenses. *Under the criteria in par. C7330-A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable.* When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

D. Maximum Allowable Amount

1. Computation Method. The DOD Component head may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under par. C7330-D2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses, required to be itemized under par. C7330-E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under par. C7330-D2 below.

2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in pars. C7330-D2a, C7330-D2b, C7330-D2c, C7330-D2d and C7330-D2e. If subsistence payments are authorized only for lodging costs, the daily limitations must be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount by the DOD Component head. This amount shall not exceed the applicable maximum per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation for the spouse must not exceed 75% of the employee's daily limitation established in par. C7330-D2a.

c. For Each Family Member Age 12 or Older. For each other member of the employee's immediate family who is age 12 or older, the daily limitation must not exceed 75% of the daily limitation established in par. C7330-A.

d. For Each Family Member under Age 12. For each member of the employee's immediate family who is under age 12, the daily limitation must not exceed 50% of the daily limitation established in par. C7330-A.

e. For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DOD Component may establish an appropriate daily limitation within the limitation in par. C7330-A.

E. Itemization and Receipts. The actual expenses must be itemized in a manner described by the DOD Component head that permits, at a minimum, a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses. See par. C7330-A. See par. C1310 for receipt requirements. **NOTE:** *Travelers are advised to retain ALL receipts for tax or other purposes.*

C7335 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION

A DOD Component head may approve the payment of transportation expenses when a situation described in par. C7300 requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's designated PDS. Transportation to and from such location must be IAW Ch 2 unless the DOD Component head specifically authorizes/approves a deviation from Ch 2 for security reasons. The documentation provisions in par. C7340 govern in such instances.

C7340 AUTHORIZATIONS AND CLAIMS PAYMENT

Each DOD Component head must establish specific administrative procedures for issuing travel authorizations/orders and for payment of claims arising from the unique situations covered by this Part. If documentation might compromise the security of any individual involved, the DOD Component head may waive all but absolutely essential documentation requirements.

C7345 FUNDS ADVANCES

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the DOD Component head IAW the provisions of Ch 1, Part C. Any advance is for no more than a 30-day period. The advance amount must not exceed an amount based on the daily limitations established under par. C7330-D2.

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PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)

See Ch 7, Part M for Emergency Visitation Travel (EVT)

C7350 GENERAL

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. See par. C7500 for Health Care Travel and Transportation Allowances for an Employee assigned at PDS outside the U.S. ***NOTE: GOV'T-funded emergency leave transportation from the PDS is NOT authorized.***

C7355 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

A DOD Component may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the component's mission. A DOD Component head may delegate its authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C7360 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

C7365 DEFINITIONS

As used in this Part, the following definitions apply.

A. Official Station/PDS. "Official station/PDS", in addition to the APP A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 USC §5703.

B. Alternate Location. An alternate location" is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. Employee's Incapacitating Illness or Injury. For purposes of this Part, an "incapacitating illness or injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. "Family" means those dependents defined in APP A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DOD Component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in APP A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, a DOD Component must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

Part H: Emerg T&T of Empl Due to Illness/Injury/Personal Emerg Situation While TDY

E. Personal Emergency Situation. “Personal emergency situation” means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire, flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. “Serious illness or injury of a family member” means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C7370 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C7365-C), transportation expenses and per diem may be allowed to the extent provided below.

A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a TDY per diem allowance, as appropriate. The per diem must not exceed the maximum rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily NTE 14 calendar days (including fractional days) for any one absence. However, the DOD component may authorize/approve a longer period if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem is not allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one to which the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from other Federal Sources. If, while in a travel status under circumstances described in par. C7370-A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved must not be paid or, if paid, must be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DOD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, suffices.

B. Return to Official Station or Home

1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route must be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C7370-A. If, when the employee's health has been restored, the DOD component decides that it is in the GOV'T's interest to return the employee to the TDY location, such return is a new travel assignment at GOV'T expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses

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allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July 1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DOD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C7370-C2. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location. See par. C7365-B.

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C7370-C1 is the excess (if any) actual travel costs, from the interruption point to the alternate location and return to the TDY assignment, that exceed the constructed cost of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. *No per diem is allowed for the time spent at the alternate location.* The constructed travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus TDY per diem for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

C7375 PERSONAL EMERGENCY SITUATION

NOTE: Contract city-pair airfares may be used only when the GOV'T funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C7375-A, but not in the circumstances in par. C7375-B.

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C7375-E) transportation expenses and per diem while en route may be allowed.
2. Authorization/approval for return travel from the interruption point to the PDS is required.
3. A new TDY travel authorization/order must be issued if the DOD component decides that it is in the GOV'T's interest to return the employee to the TDY location after the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C7375-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C7375-C.

C. Discount Airfare Use

1. Contract city-pair airfares, as well as other reduced airfares available to a Federal traveler on official business, should be used for emergency leave travel authorized in par. C7375-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
2. If a contract city-pair airfare is not available, policy-constructed airfare (see APP A) (including a lower or equal airfare offered by a non-contract carrier limited to a GOV'T traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or without restrictions).

D. Return to the PDS

1. *When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO/TMC if one is available. See par. C2203.*
2. An unused portion of GOV'T-funded transportation for the TDY assignment must be used if possible.
3. The DOD component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Location

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the GOV'T for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.
2. *Contract city-pair airfares may be used only when transportation is entirely GOV'T-funded.* Since the GOV'T only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.

PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**C7400 GENERAL**

A. Application. This Part applies to DOD employee travel while accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g).

B. Reimbursement. A DOD employee accompanying a Member of Congress or a congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel provided the employee's travel is in support of congressional travel directed/approved by the Secretary of Defense or the Secretary concerned. See pars. C2204-B3g and C2204-B4j. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee that the employee is accompanying, and
2. Per diem or actual expenses that does not exceed the rate set for the Member of Congress or congressional staff employee that the employee is accompanying.

C7405 DEFINITION OF TERMS

A. Member of Congress. For the purpose of this Part, "Member of Congress" means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

C. Secretary Concerned. For the purpose of this Part, "Secretary Concerned" includes the Secretary of Defense with respect to a DOD civilian employee working in other than a military department.

C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DOD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are first-class (FC), and business-class (BC). See pars. C2204-B3g and C2204-B4j.

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PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)**C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**

A. Policy. IAW the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. ***NOTE: An employee with a special need is treated the same as an employee with a disability.***

B. Applicability (FTR § 302-4.100 and §301-13.1). This Part applies to a/an:

1. Employee with a disability, as defined in par. C7455, incident to TDY or a PCS (59 Comp. Gen. 461 (1980)). The decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-198237.txt>, and
2. Dependent with a disability traveling ICW a PCS.

C. General Rule. Payment is authorized for additional travel expenses in par. C7460 that are incurred by an employee with a disability/special need in the performance of official travel.

C7455 DEFINITIONS

The terms below are defined for this Part.

A. Employee with a Disability. An “employee with a disability” as defined in pars. C7455-B and C7455-E otherwise is covered under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq. See par. C7455-H for definition of “employee with a special need”.

B. Disability. A “disability” means:

1. Having a physical/mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment; or
3. Regarded as having such an impairment.

C. Physical/Mental Impairment. “Physical/mental impairment” means:

1. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. Any mental/psychological disorder, such as mental retardation, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
3. "Physical/mental impairment" also includes such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

D. Major Life Activities. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. “Substantially limits” means that the employee is:

1. Unable to perform a major life activity that the average person in the general population can perform; or

Part J: Additional T&T Expenses Incurred by an Emp w/a Disability/Special Need

2. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The employee:

1. Has a physical/mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. Has a physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. Has none of the impairments defined in par. C7455-C but is treated by the employing agency as having a substantially limiting impairment.

H. Employee with a Special Need. An “employee with a special need” means having physical characteristics of an employee not necessarily defined under disability. Such physical characteristics could include the weight/height of the traveler, or a similar characteristic.

C7460 ALLOWABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability/special need:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/special need;
4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
6. Premium-class accommodations when necessary to accommodate a traveler with a disability/special need per the Services' premium class travel policy. See par. C2000-A2c for medical justification.
7. Service of an attendant, when necessary, to accommodate the employee's disability/special need.

C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED

5 USC §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for an employee who is disabled or who has a special need while the employee travels on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such personal assistants are the same as those for employees traveling incident to TDY. Further guidance is available at:

http://www.opm.gov/disability/mngr_6-01-B.asp.

C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs

Transporting a specially equipped automobile between CONUS PDSs is based on 64 COMP. GEN. 30 (1984)). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-215616.pdf>. See par. C5248-C concerning transportation by the DOD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a "traveler with a disability/special need" between CONUS PDSs.

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PART K: EMPLOYEE MEDICAL TRAVEL

NOTE: See Ch 7, Part M for Emergency Visitation Travel (EVT).

C7500 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in APP A) are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. See par. C7500-C.
4. When authorized, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care (whether or not the care itself is at GOV'T expense) under the conditions and limitations in this Part.
5. See Ch 7, Part H for allowances when an employee discontinues/interrupts TDY because of incapacitating illness or injury or a personal emergency situation.

B. Eligibility. An eligible individual is an employee, an attendant, and/or an accompanying family member who meets the following criteria. **NOTE:** *A locally hired employee who does not have a service agreement is not eligible for this travel.*

1. Employee. An employee must be permanently assigned to a foreign OCONUS PDS. The employee is eligible while performing foreign OCONUS PCS travel.
2. Attendant/Escort. See par. C7530.
3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the employee if the AO determines that
 - a. The family member is incapable of self-care at the PDS, and
 - b. No suitable care arrangements can be made at the PDS, and
 - c. The travel is in the GOV'T's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee stationed at a foreign OCONUS PDS at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:
 - a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and which,
 - b. If delayed, could result in a worsening of the condition, and

- c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).
2. Dental Care. Qualified emergency and required dental care are defined as follows:
 - a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
 - b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
 - c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
 - d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.
- E. Unauthorized Health Care. Examples of treatments that are not required health care are:
 1. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
 2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.
- F. Designated Point. The designated point is:
 1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
 2. Based on the advice of an appropriate professional certifying physician.

C7505 MEDICAL TRAVEL ADMINISTRATION

- A. Applicable Regulations
 1. Civilian. An employee performing medical travel in any capacity is governed by the JTR.
 2. Uniformed Service Member. The JFTR governs a uniformed service member serving as an attendant as part of official duties.
 3. Attendant/Escort. See par. C7530.
- B. Travel Authorization/Order. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons.
- C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.
- D. Excess Costs Agreement
 1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse the GOV'T's excess travel and transportation costs incurred by the employee, attendants, and accompanying family member(s).
 2. The GOV'T's cost is based on transportation costs to and from the designated point.
 3. See par. C7525 for a sample excess cost agreement.

E. Premium Class Accommodations. If premium-class accommodations are used, the par. C2000-A2 requirements must be met for full reimbursement.

C7510 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.
2. AMC resources should be used when the AO:
 - a. Consults with an appropriate health care provider, and
 - b. Determines it suitable under the circumstances and reasonably available.
3. For AMC flight scheduling information see <https://business.transcom.mil/gpmrc/>.
4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible employee is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement. See par. C7505-D.
2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:
 - a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or
 - b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement. See par. C7510-B1.
3. Dental Patients. An employee is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C7515 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:
 - a. Employee and an attendant subject to the limitations in par. C7515, and
 - b. Uniformed member authorized as an attendant, subject to the JFTR.
2. See pars. C4555-B3 or APP O, par. T4040-A1e for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C7515-C, C7515-D, C7515-E, C7515-F, and C7515-G, the AO may authorize/approve per diem for up to, **but in no case for more than**, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and
3. Necessary outpatient treatment periods.

C. Elective Destinations. If an employee elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for an employee during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C7515-B2 and C7515-B3 for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

F. Obstetric Care. An employee traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C7520 EXCESS ACCOMPANIED BAGGAGE

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

C7525 SAMPLE EXCESS COST AGREEMENT

The following is a sample excess cost agreement required in par. C7505-D.

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee Name: _____

has been determined to be: _____
(Designated Point)

I agree to pay/reimburse to the GOV'T excess travel and transportation costs incurred by myself, attendant(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.

Employee's Signature

Date

C7530 ATTENDANTS/ESCORTS

A. Definition. See APP A, Part I.

B. Determination. An employee, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or
2. Escort, by the AO,

to accompany an employee physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.
2. Civilian Employee as an Attendant/Escort. A U.S. GOV'T civilian employee is authorized travel and transportation allowances IAW the JTR.
3. Other Person as an Attendant. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA or included in the same travel authorization (identified as an attendant/escort) issued for the employee; and
 - b. Authorized the same travel and transportation allowances as a civilian employee. See par. C7115.

E. Attendant Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including a professional health care provider, to provide for reasonable compensation in addition to

travel and transportation allowances (including excess accompanied baggage shipment expenses) under Ch 7, Part K.

2. The compensation amount for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant is authorized up to 3 days per diem after arrival at the treatment site to:

- a. Consult the treating health care providers, and
- b. Make necessary return travel arrangements.

2. In extraordinary cases, if the attendant's presence is necessary to the employee's treatment regimen, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant, who is the employee's family member,.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the employee's travel.

PART L: FAMILY VISITATION TRAVEL (FVT)

See Ch 7, Part M for Emergency Visitation Travel (EVT).

C7550 GENERAL

A. Purpose. The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at GOV'T expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. *FVT is a discretionary allowance, not an authorized allowance.* FVT expenses are the responsibility of the eligible employee's command. *FVT is not authorized for travel within the foreign area/country of assignment.*

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DOD component may pay, or an eligible individual may be reimbursed for:

a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and

b. Airport taxes and transportation between airports. See par. C7550-D2).

2. Limitations. Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

3. Unauthorized Expenses. *Per diem, and excess accompanied or UB charges are not payable or reimbursable.*

E. Eligibility. This Part applies only to employees who are U.S. citizens and assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who have a service agreement that provides for return transportation at GOV'T expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.

3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class rail or bus service.

4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

5. American-flag carriers must be used except as indicated in par. C2204-C.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Authorization/Order. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FVT transportation. Rules concerning transportation accommodations for TDY travel also apply to FVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

H. Refund. An employee must repay GOV'T-paid or reimbursed FVT expenses when FVT is used as a substitute for travel for which FVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

I. Year. A year for FVT purposes starts on the evacuation date of an employee's family, or the return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

K. Scheduling

1. Activities in foreign countries must schedule FVT so as to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes (see par. C7550-L6).
3. Exceptions to the limitations in par. C7550-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS or to a Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS or a non-foreign OCONUS area may be authorized during a 1-year period.
2. For a fractional part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.
3. FVT trips to the CONUS or a non-foreign OCONUS area may be authorized 3 months after family members are evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period (as defined in par. C7550-I) do not exceed the cost of two coach class round trips to the family's residence.
4. FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation.
5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
7. An employee's absence from the PDS for each visit to the CONUS or to a non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS or a non-foreign OCONUS area.

M. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents located in a foreign country.

1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence. See par. C5556. The cost of the two coach class round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

2. Visits to family members located in a foreign country may be permitted 4 weeks after family members have been evacuated from the PDS.

3. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.

4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.

6. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

7. Exceptions for valid reasons to the limitations in par. C7550-M may be made through the Secretarial Process.

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PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 R&R LEAVE TRAVEL

A. Policy. The policy for designating locations eligible for funded R&R leave transportation for a DOD civilian employee is the same policy used for R&R established in DODI 1327.6, subsection 6.15 (<http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>). Under DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R). ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is ICW and directly tied to a contingency operation. See APP A, Definitions, Part I: Terms. R&R is for a DOD employee who is serving a tour length under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in APP U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. See APP U for a list of authorized R&R locations/destinations.

1. R&R Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7750-C5.
2. R&R Destination. The authorized R&R destination, determined IAW DODI 1327.6, is listed in APP U.
3. Alternate Destination. An employee may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided travel to the authorized destination. Travel to and from the alternate destination is official travel, and therefore contract city-pair fares may be available for use. ***If the employee travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

Example 1	
An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany. The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,000
The employee desires to utilize R&R to Boston, MA. The city-pair airfare to Boston is:	\$1,400
The least cost non-city-pair airfare to Boston is:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost (\$1,600 - \$1,200 =).	\$ 400

b. Example 2

Example 2	
An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city-pair airfare cost to Frankfurt is:	\$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
The employee desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized to use the city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

5. Location Designation/Re-designation

- a. Designating Authorities. PDUSD (P&R) is the designating authority for R&R locations/destinations.
- b. Designation/Re-designation Requests. Designation/re-designation requests must be sent through Combatant Command channels to PDUSD (P&R) IAW DODI 1327.6.

D. Transportation

1. Employee only.
2. Restrictions. An employee taking a R&R trip may use:
 - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
 - b. Commercial air transportation if space-required military air transportation is not reasonably available, and
 - c. *May not use cruise or tour packages to and/or from the authorized destination.*

NOTE: Each commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. C2203.
4. Reimbursement. Reimbursement must not exceed the GOV'T-procured transportation cost between an employee's duty station and the authorized destination as determined in par. C7750-C2.

5. Time Limitation

- a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.
- b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630, Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization/Order. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize R&R transportation. See APP I, Part 4, par. A. TDY travel and transportation accommodations regulations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

C7751 IRAQ AND AFGHANISTAN

A. Authorized Transportation. A DOD civilian employee on official duty in Iraq or Afghanistan during fiscal years 2006, 2007 and 2008 is authorized round trip transportation to the designated locations provided in APP U. Provisions in Ch 7, Part O must be applied when requesting and authorizing R&R travel. An employee must be in an approved leave status while traveling to/from Iraq or Afghanistan and during R&R breaks, IAW DOD 1400.25-M.

B. Authority. Based on OSD (P&R) memo of 4 May 2007 and under the authority provided by P.L. 109-234 and 22 USC §4081(6), a DOD civilian employee in Iraq or Afghanistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

1. Option 1. An employee assigned TDY, TCS, or PCS to Iraq or Afghanistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the R&R trip.

2. Option 2. An employee TDY, TCS, or PCS to Iraq or Afghanistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the first R&R trip. R&R trips should be taken at reasonable intervals; for example, the first break after 60 days, and subsequent breaks every 50 to 60 days.

C. Limitations. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official duty station in Iraq or Afghanistan (including travel time) established in the Civilian Personnel Manual (DOD 1400.25-M) and/or other personnel directives. An employee is expected to return to Iraq or Afghanistan following the R&R leave period or become financially liable for the expense of the R&R trip.

D. Retroactive Benefits and Gratuities. Effective for the period June 15, 2006 through September 30, 2008; benefits and gratuities must be granted retroactively for a DOD employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. Components must review the circumstances of an employee assigned to Iraq or Afghanistan between the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.

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

C7800 GENERAL

A civilian employee, who is authorized travel under a competent travel authorization/order as a family member of an active duty Uniformed Service member who is seriously ill, seriously injured or in a situation of imminent death, is treated as an employee in a TDY status. A TDY travel authorization/order for a family member's travel per JFTR, par. U5246 must be issued and cite par. C7800 as authority. The service member's organization is responsible for funding the employee's TDY travel. The transportation mode/routing must be IAW Ch 2. Another civilian, not a family member, must be issued an ITA and is authorized allowances under JFTR, par. U5246.

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APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

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PART I: EXECUTIVE ORDER

For Executive Order 11609, 22 July 1971 see:

<http://www.archives.gov/federal-register/codification/executive-order/11609.html>.

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PART 2: DEPARTMENT OF DEFENSE INSTRUCTION

For *Department of Defense Instruction (DODI) 1000.1*, Identity Cards Required by the Geneva Conventions:

1. See <http://www.dtic.mil/whs/directives/corres/ins1.html>.
2. Select '1000.1', and
3. Select a format for viewing and/or printing the Instruction.

For an edited extract of DODI 1000.1 - Table of Military and Civilian Equivalent Grades for Prisoner of War Identification, see the table in APP C3.

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PART 3: TABLE OF MILITARY AND CIVILIAN EQUIVALENT GRADES FOR PRISONER OF WAR IDENTIFICATION

DoDI 1000.1, January 30, 1974

Required by Articles 43 and 60 of the Geneva Convention relative to the Treatment of Prisoners of War of August 12, 1949

Geneva Convention Category	Military Grade Group	Army	Navy Coast Guard National Oceanographic And Atmospheric Administration	Air Force	Marine Corps
1	2	3A	3B	3C	3D
V General Officers, Prisoners of War of Equivalent Rank	O-10 O-9 O-8 O-7	General Lieutenant General Major General Brigadier General	Admiral Vice Admiral Rear Admiral (upper half) Rear Admiral (lower half) Commodore	General Lieutenant General Major General Brigadier General	General Lieutenant General Major General Brigadier General
IV Majors, Lt. Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6 O-5 O-4	Colonel Lt. Colonel Major	Captain Commander Lt. Commander	Colonel Lt. Colonel Major	Colonel Lt. Colonel Major
III Warrant Officers Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3 O-2 O-1 W-5 W-4 W-3 W-2 W-1	Captain 1 st Lieutenant 2 nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Lieutenant Lieutenant (J.G.) Ensign Chief Warrant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1 st Lieutenant 2 nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1 st Lieutenant 2 nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer
II Sergeants and Other Non- commissioned Officers, Prisoners of War of Equivalent Rank	E-9 E-8 E-7 E-6 E-5	Command Sgt. Maj. Sergeant Major First Sergeant M/Sgt Sergeant 1/c Specialist 7 Staff Sergeant Specialist 6 Sergeant Specialist 5	Master Chief Petty Officer Senior Chief Petty Officer Chief Petty Officer Petty Officer 1/C Petty Officer 2/C	Chief Master Sgt. Senior Master Sgt. Master Sergeant Tech Sergeant Staff Sergeant	Sergeant Major Master Gunnery Sgt. First Sergeant Master Sergeant Gunnery Sergeant Staff Sergeant Sergeant
I Prisoners Ranking Below Sergeant	E-4 E-3 E-2 E-1	Corporal Specialist 4 Private 1/c Private Private	Petty Officer 3/C Seaman Seaman Apprentice Seaman Recruit	Sergeant Airman 1/c Airman Airman Recruit	Corporal Lance Corporal Private First Class Private

Table of Military and Civilian Equivalent Grades for Prisoner of War Identification
(Continued)

Required by Articles 43 and 60 of the Geneva Convention relative to the Treatment of Prisoners of War of 12 August 1949

Geneva Convention Category	Military Grade Group	Army Others on Reverse	Public Health Service	Civilian Grade Groups			American Red Cross	USO		Civilian ID Cards
				General Schedule	Federal Wage System	Teacher				
1	2	3	4	5	6	7	8	9	10	
V	O-10, O-9	General, Lt. General	V	
General Officers, Prisoners of War of Equivalent Rank	O-8	Major General	Surgeon General, Deputy Surgeon General	SES, SL, ST	General Officer	
	O-7	Brigadier General	Assistant Surgeon General		31	Executive Director		
IV Majors, Lt. Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6	Colonel	Medical Director	GS-15	Ships Pilots WS-14 thru WS-19, WL-15, and Production Support Equivalents	...	28-29	USO Staff Executives: Appropriate Equivalent Rate	USO Staff Entertainers: Appropriate Equivalent Rate	IV Field Grade Officer
	O-5	Lt. Colonel	Senior Surgeon	GS-14 GS-13		...	25-27			
	O-4	Major	Surgeon	GS-12		Class IV, V	24			
III Warrant Officers, Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3	Captain	Senior Asst. Surgeon	GS-11 GS-10	WS-8 thru WS-13, WL-6 thru WL-14, WG-12 thru WG-15, WP-17, 18 and Production Support Equivalents	Class I, steps 5-15 II, III	21-23	...	III Company Grade Officer	
	O-2	First Lieutenant	Assistant Surgeon	GS-9 GS-8		Class 1, steps 3, 4	20-19			
	W-5 W-4 W-3	Chief Warrant Officers, W5, W4, W3	...							
	O-1	Second Lieutenant	Jr. Asst. Surgeon	GS-7		Class I, steps 1, 2	18			
	W-2 W-1	Chief Warrant officer W2, Warrant Officer	...							
II Sergeants and Other Non-commissioned Officers, Prisoners of War of Equivalent Rank	E-9, E-8	Sergeant Major Master Sergeant	...	GS-6	WS-1 thru WS-7, WL-1 thru WL-5, WG-9 thru WG-11, WP-11 thru WP-16	...	17 - 15	...	II Non-Com	
	E-7	Sergeant First Class	...							
	E-6	Staff Sergeant	...	GS-5						
	E-5	Sergeant	...							
I Prisoners Ranking Below Sergeant	E-4	Corporal	...	GS-4	WG-1 thru WG-8, WP-4 thru WP-10	I Enlisted	
	E-1, E-3	Other Enlisted Ranks	...	GS-3 thru GS-1				

APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

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APPENDIX E**INVITATIONAL TRAVEL AUTHORIZATIONS****NOTES:**

- 1. Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, APP E, for the DOD Services and in agency regulations for non-DOD Services.*
- 2. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience.*
- 3. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.*

PART I: INVITATION TO TRAVEL

Par. Contents

- A. To Whom and When Invitational Travel is Applicable
- B. Restrictions
- C. Allowance Expenses

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

PART III: GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

- A. GOV'T Contractor's/Contractor Employee Travels
- B. GOV'T Travel and Transportation Program Restrictions
- C. GOV'T Contractor Letter of Authorization/Identification

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PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976);***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);
- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function, or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;
- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***;
- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (***not of a civilian employee***) per par. U5246.

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par, U1008.***

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal GOV'T employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:

a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or

4. Contractors (See APP E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (see pars. A2p and q above) as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the:

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

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

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the GOV'T and the CTO does not permit the CTO to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

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

- (a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

You are authorized to travel by privately owned conveyance (POC) since it's to the GOV'T's advantage. Reimbursement is at the rate of \$0.585 per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

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

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

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

Applicable Per Diem Rates:

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

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

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Ch 4, Part M, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:

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APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

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PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A. Uniformed Service Member

1. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

B. Civilian Employee

1. A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.
3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A.
4. In no event may the total weight of HHG transported and/or stored at GOV'T expense exceed 18,000 pounds.
5. The 18,000 pounds includes the weight of HHG transported at GOV'T expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

AUTHORIZED LOCATIONS
Afghanistan, Kabul
Albania, Tirana
Algeria, Algiers
Angola, Luanda
Armenia, Yerevan
Azerbaijan, Baku
Bangladesh, Dhaka
Belarus, Minsk
Benin, Cotonou
Bolivia, La Paz
Bosnia & Herzegovina, Federation of
Botswana
Bulgaria, Sofia
Burkina Faso, Ouagadougou
Burma, Rangoon
Burundi, Bujumbura
Cambodia, Phnom Penh
Cameroon, Yaounde
Cape Verde, Praia
Central African Republic, Bangui

AUTHORIZED LOCATIONS
Chad, N'Djamena
China,
Beijing
Chengdu
Guangzhou
Shanghai
Shenyang
Congo, Democratic Republic of the
Brazzaville
Kinshasa
Cote d'Ivoire, Abidjan
Cuba, Havana
Cyprus, Nicosia
Djibouti
East Timor
Ecuador, Quito
Equatorial Guinea, Malabo
Eritrea, Asmara
Estonia
Ethiopia, Addis Ababa
Gabon, Libreville
Georgia, Tbilisi
Ghana, Accra
Grenada, St. George's
Guinea, Conakry
Guyana, Georgetown
Haiti
India
Calcutta
Chennai
Mumbai
New Delhi
Indonesia
Ivory Coast (See Cote d'Ivoire)
Kazakhstan
Almaty (Alma-Ata)
Astana (Aqmola)
Kenya
Kyrgyzstan, Bishkek
Kosovo, Pristina
Laos
Latvia, Riga
Liberia, Monrovia
Libya, Tripoli (<i>eff 10 Jan 2006</i>)
Lithuania, Vilnius
Macedonia, The Former Yugoslav Republic of, Skopje
Madagascar, Antananarivo
Malawi, Lilongwe
Mali, Bamako

AUTHORIZED LOCATIONS
Mauritania, Nouakchott
Micronesia, Kolonia
Mongolia, Ulaanbaatar
Moldova
Montenegro, Podgorica
Mozambique, Maputo
Nepal, Kathmandu
Nicaragua, Managua
Niger, Niamey
Nigeria
Abuja
Lagos
Norway, Bodo
Oman, Muscat
Pakistan
Islamabad
Quetta
Philippines, Manila
Poland, Warsaw
Romania, Bucharest
Russia
Moscow
St. Petersburg
Vladivostok
Yekaterinburg
Rwanda, Kigali
Senegal
Serbia, Belgrade
Sierra Leone, Freetown
Somalia, Mogadishu
Sri Lanka, Colombo
Sudan, Khartoum
Suriname, Paramaribo
Syria, Damascus
Tajikistan, Dushanbe
Tanzania, Dar es Salaam
Togo, Lome
Turkmenistan, Ashkhabat
Uganda, Kampala
Ukraine, Kiev
Uzbekistan, Tashkent
Vietnam
Yemen, Sanaa
Zambia, Lusaka
Zaire (See Congo)
Zimbabwe

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PART 2: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

B. The request must address the following questions:

1. How many members and DOD employees serve in the area?
2. Are State Department employees authorized a consumable goods shipment to the area?
3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.
4. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.
5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?
6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.
7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?
8. Do food shortages require members/employees to wait in line for items for long periods?
9. Does State Department have a commissary or food locker/co-op at the station? If so:
 - a. What is the space and storage capacity of the facility?
 - b. What variety of items are available?
 - c. How often is it restocked?
 - d. Can members/employees place bulk orders for consumable goods through the facility?
 - e. How often are bulk orders placed?
 - f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include *commercial* phone and fax numbers, and email address, if available.

NOTE: *The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.*

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION

<u>Part</u>	<u>Contents</u>
1	Travel Purpose Identifiers
2A	Reporting Data Elements and Procedures Format
2B	First-Class Air Accommodations Codes
2C	First-Class Decisions Support Tool
3A	Business-Class Air Accommodations Codes
3B	Business-Class Decisions Support Tool
4A	Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons
4B	Reserved
4C	Reserved
4D	Reserved
4E	Reserved
4F	Premium-Class Accommodations Determination Format

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PART 1: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
0. Site Visit	Personally 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) at a particular location.
1. Information Meeting	To attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, the entire trip is for a site visit (See 0 above.).
2. Training Attendance	To receive training.
3. Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
4. Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Transfer from one PDS to another (same as a PCS move.) This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station.
6. Between Tours Travel	Travel and transportation authorizations for which an employee/uniformed member and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel, etc. This travel is ordinarily performed in conjunction with travel resulting from a permanent change of station assignment or renewal of a tour of duty at OCONUS duty stations.
7. Special Mission Travel	To carry out a special agency mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees.
8. Emergency Travel	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 travel 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. 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. Other Travel	All travel performed for reasons (purposes) not shown in one of the other nine categories listed above. Even though stated as "other travel," the travel authorization/order must also detail the specific purpose.

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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 I.*) **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 = Site Visit
 1 = Information Meeting
 2 = Training
 3 = Speech/Presentation
 4 = Conference
 5 = Relocation
 6 = Between Tours Travel
 7 = Special Mission Travel
 8 = Emergency Travel
 9 = Other
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) _____

SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C2204-B3; JFTR, par. U3125-B3)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6	JTR, par. C2204-B3f or JFTR, par. U3125-B3f	Non-Federal source
FC	JTR, par. C2204-B3g or JFTR, par. U3125-B3g	Congressional Travel

One of the first 5 reasons (F1 through F5) must also apply.

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SECTION 2C: FIRST-CLASS DECISION SUPPORT TOOL

Effective 1 March 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

No - First-class accommodations must not be authorized/approved.

Yes - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

Yes - Would traveler arrive later than the *required* reporting time at the duty site?

Yes - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

No - Would the traveler be *required* to depart earlier than the traveler is scheduled to complete duty?

Yes - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class *may* be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

No - First-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

No - First-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

No - First-class accommodations must not be authorized/approved.

Yes - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

Yes - First-class accommodations *may* be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations *may* be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - First-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-or business-class?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

No - First-class accommodations must not be authorized/approved.

Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

No - First-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations *may* be authorized/approved. **For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.**

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

No - *First-class accommodations must not be authorized/approved.*

Yes - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

No - *First-class accommodations must not be authorized/approved.*

Yes - Have the transportation services been paid in advance by a non-federal source?

No - *First-class accommodations must not be authorized/approved.*

Yes - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations for a member/employee traveling in support of congressional travel? (FC)

No - *First-class accommodations must not be authorized/approved.*

Yes - An approval authority must sign a separate and distinct authorization form for issuance of a premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C2204-B4 ; JFTR, par. U3125-B4)

APPROVAL CODE/REFERENCE/REASON			
Approval code	Paragraph reference	Reason for travel	<u>NOTE</u>
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time	
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical	
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security	
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission	
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided	
B6	JTR, par. C2204-B4f or JFTR, par. U3125-B4f	Non-Federal source	1
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate	
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings	
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours	
BC	JTR, par. C2204-B4j or JFTR, par. U3125-B4j	Congressional Travel	
BF	JTR, par. C2204-B4k or JFTR, par U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA	

OIE:

If for business-class accommodations, this is a 'stand-alone' reason.

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SECTION 3B: BUSINESS-CLASS DECISION SUPPORT TOOL

Effective 1 March 2004, approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the mission so urgent that it cannot be postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - Business-class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

Yes - Business-class accommodations must not authorized/approved.

No - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

No - Business-class accommodations must not be authorized/approved.

Yes - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

Yes - Business-class accommodations *may* be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are

protecting?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations *may* be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - Business-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-class?

Yes - Business-class accommodations must not be authorized/approved.

No - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

No - Business-class accommodations must not be authorized/approved.

Effective 18 January 2005

Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - Business-class accommodations must not be authorized/approved.

Effective 18 January 2005

Yes - First-class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. **NOTE:** The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Is there an actual cost-comparison showing the overall savings details?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. **NOTE:** The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes more than 14 hours?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the traveler have to begin work immediately after arrival?

No - Business-class accommodations must not be authorized/approved.

Yes - Can a rest period be scheduled en route or at the TDY site before starting work?

Yes - Business-class accommodations must not be authorized/approved.

No - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

Yes - Business-class accommodations for these types travel must not be authorized/approved.

No - Business-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations for a member/employee traveling in support of congressional travel? (BC)

No - Business-class accommodations must not be authorized/approved.

Yes - An approval authority must sign a separate and distinct authorization form for issuance of a business-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

SECTION A: PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS

It is Department of Defense policy (See JTR, par. C2000-A2c and JFTR, par. U2000-A2c.) that premium-class travel accommodations, due to a disability or other special medical needs, 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. This requirement is in the JTR and JFTR. Certifications validating the disability or other special medical need remain in effect for a period 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 review and renewal on an annual basis by a physician.

A traveler who requests premium-class accommodations due to disability or other special medical need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium-class authorization prior to travel. ***If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate premium-class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for premium-class transportation either before or after travel may result in the traveler being financially liable for costs over the economy/coach-class airfare.***

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APPENDIX H

PART 4, SECTION B

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APPENDIX H

PART 4, SECTION C

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APPENDIX H

PART 4, SECTION D

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APPENDIX H

PART 4, SECTION E

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**SECTION 4F: PREMIUM-CLASS ACCOMMODATIONS DETERMINATION
FORMAT**

The request for first/business -class accommodations for _____

(enter full name of traveler)

is authorized/approved/disapproved.

Type Full Name, Rank and Office Symbol of Premium-
class Authorizing/Approving Signature

DATE

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

T4000 INTRODUCTION

This APP describes the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and other non-DOD GOV'T employee who is working for DOD and is paid travel allowances funded by DOD. The activities authorized to use this APP are listed at the end of this APP, and under the conditions cited in JFTR, par. U1039, and JTR, par. C1001-B. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. This APP is to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Ch 7 for a uniformed member and JTR, Ch 7 for a civilian employee are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready Reserve Component member authorized muster duty allowance,
5. A Midshipman and cadet,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying members of Congress and Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chs 4. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD GOV'T employee who is working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this APP are found in par. T4070. *The provisions of this APP must not be supplemented.*

NOTE 1: See JFTR/JTR, APP E for Invitational Travel Authorizations.

NOTE 2: This APP is not used for evacuations.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow

the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. GOV'T mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or provided under separate issuance by the PDTATAC. These rates also are available from the CTO.

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler is to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds. See JFTR, par. U2010 and JTR, par. C1058.
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger IAW TRANSCOM policy. GOV'T and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
 - a. Who does not use a CTO or the GTCC to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
 - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.
 - (1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or
 - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. See JFTR, pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.
 - c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
 - d. Who use premium-class or a foreign flag transportation presumably at GOV'T expense must provide to

the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and

e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.
6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." *The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
7. A traveler should turn in the Trip Record expense report portion and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
 - a. A traveler on official business traveling at GOV'T expense on the funds of an agency (See definition in APP A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
 - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.
 - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.
10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DOD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DOD Component/Service regulations for CTO use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. T4005.
 - b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written),

or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:

- a. Services available under a TMS (see APP A), or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. **Commercial Transportation.** The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, **NOTE 1** and JFTR, par. U4326, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize business- or first-class accommodations use.

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

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the DTMO rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

When the AO has not authorized special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

NOTE:

1. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***
3. ***Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T***

travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Only use GOV'T transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) but the amount is limited to the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020, or JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip

transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see APP A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to and from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related miscellaneous expenses (see APP G) if the AO authorizes them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including tax) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the GOV'T quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available GOV'T quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. Installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T quarters on the U.S. Installation at which assigned TDY; *however, when adequate GOV'T quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' GOV'T quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. Installation at which the member is assigned TDY.*

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

c. Civilian Employee

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

(2) The head of a DOD Component (see APP A) concerned may authorize zero per diem or per diem rates in lesser amounts than those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD Component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or part of an authorization/order amendment covering a prospective period after the authorization/order modification), travel authorization/order, modified after the fact, prescribing per diem rates different from those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or the Secretary Concerned and for *only a uniformed member* (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and tax. The traveler is to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE 1: *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging tax. Tax on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The maximum amount allowed for lodging in foreign countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging tax. Tax on lodging in foreign countries are not separately reimbursable.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs

are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat “token” amount.* See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

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

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Ch 4,*

Part C or JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.

NOTE: *A 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 GSBKA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBKA_16699.htm).*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on GOV'T mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A GOV'T mess is available only if: GOV'T lodging on a U.S. Installation is available and the command controlling the mess has made the mess available to the traveler. A GOV'T mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

NOTE: *In circumstances in which adequate GOV'T quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.*

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free

(purchased by the GOV'T) and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167 and JTR, par. C4554-B.

3. **Incidental Expenses (IE).** The traveler is paid an incidental expenses allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T quarters use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T mess availability is appropriate. ***GOV'T quarters use and/or GOV'T mess may not be directed for a civilian employee. See par. T4040-A1c.***

2. In some situations, the Secretary Concerned may approve EUM for students in particular courses when readiness requires GOV'T mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
<u>Subsist Ashore</u>			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
<u>Subsist Aboard U.S. GOV'T Ship 3/</u>			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for authorization/order type and payment guidelines.

NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
- c. See. JFTR, par. U3320 and JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance

driven, minus the normal distance driven to and from work. This most often affects the PDS.

e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. Commercial transportation expense reimbursement is authorized/ approved *only* if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. **Meals.** With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *See JFTR, par. U4510 for occasional meals authority.*

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Miscellaneous Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. Duty sites,

b. Lodgings,

c. Dining facilities,

d. Drugstores,

e. Barber shops,

f. Places of worship,

g. Cleaning establishments, and

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

3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to a Reserve Component member on active/inactive duty under an authorization/order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, Reserve Component member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. A Reserve Component member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) a year. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the **Assigned Unit** is a Reserve Component member's designated post of duty and the **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Select Reserve member of the Ready Reserve, travel expense reimbursement may be authorized under par. T4045-G. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. A Reserve Component member at an AT site when both GOV'T quarters and meals are available; however, the member is authorized reimbursement for the GOV'T quarters cost. If GOV'T quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. A Reserve Component member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T quarters and meals are available;
4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. A Reserve Component member who commutes daily or the AO determines can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. A Reserve Component member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby Reserve Component member voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Selected Reserve member of the Ready Reserve for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Selected Reserve member of the Ready Reserve (***and not just any*** Reserve Component member) must be:
 - a. Qualified in a skill designated as critically short by the Service Secretary;
 - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's Reserve Component with a critical staffing shortage; or
 - c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.
2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip***.
 - a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and

between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. **Lodging and Meals.** The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate for the area concerned.

NOTE:

1. The maximum amount allowed for CONUS or non-foreign OCONUS area lodging does not include an amount for lodging tax. Tax on CONUS or non-foreign OCONUS area lodging is a separately reimbursable miscellaneous travel expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum amount allowed for foreign OCONUS area lodging includes an amount for lodging tax. Tax on foreign OCONUS area lodging is not separately reimbursable.

3. Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

H. Summary of Allowances for A Reserve Component Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for a Reserve Component Standby Reserve member.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T quarters for purposes of this table.

7/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.

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/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.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ See par. T4045-G for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

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

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge

airline tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. EFT is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:

(a) Direct electronic transfer to the GTCC company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the GTCC company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

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

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

b. Must immediately report a lost or stolen ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket;. and

f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO'S RESPONSIBILITIES

A. General. AOs have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, APP H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on city-pair flight use. See APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTE:

1. If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

4. When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.

**5. When scheduling flights of 14 or more hours, the first choice is always to fly the traveler in economy/coach class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option that should be avoided whenever possible, is to permit the traveler to travel in GOV'T-funded business accommodations with arrival on the day the TDY starts. There is always the option of taking no action at all to provide a rest stop or upgrade.*

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not "available"*** if:

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** See the *Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.*

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

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location

with no GOV'T mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR and JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the

estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this APP with “approve.”

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited

Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

T4075 ACTIVITIES AUTHORIZED TO USE APP O

NOTE: Use of APP O is mandatory for those locations at which DTS has been fielded. Until DTS is implemented at these site, use of APP O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.
2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	13 May 1996
	U.S. Army Forces Command, Ft. McPherson, GA	13 Aug 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	25 Jun 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	01 May 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	17 Jun 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
U.S. Navy	HQ Army Audit Agency, Alexandria, VA	01 Oct 1996
	USS Eisenhower <i>Discontinued</i>	20 Jun 1996 31 Mar 1997
	PSA, Norfolk, VA	20 Jun 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	20 Jun 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	20 Jun 1996
	NPGS, Monterey, CA	20 Jun 1996
	Naval Undersea Warfare Center Div, Newport, RI	20 Jun 1996
U.S. Marine Corps	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	20 Jun 1996 31 Mar 1997
	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	02 May 1996
	Dover AFB, DE	23 Apr 1996
	Peterson AFB, CO	01 Mar 1997
	Randolph AFB, TX	15 Apr 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	05 Jun 1996
	Hill AFB, UT	24 Mar 1997
	Mountain Home AFB, UT	24 Mar 1997
	Niagara Falls Air Reserve Station, NY	24 Mar 1997
Washington Headquarters Services	Designated organizations	01 Apr 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	05 Jun 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (Discontinued)	01 May 1996 31 Mar 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	05 Jun 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	01 May 1996
National Security Agency (NSA) [2]	Fort Meade, MD	01 Mar 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	01 Jun 1996
Organization of the Joint Chiefs of Staff	Washington, DC	01 May 1996
Defense Information Systems Agency	Washington, DC	16 Jun 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	15 Jul 1997

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PART I: DOD SERVICE MEMBERS

NOTE: For NOAA, see App Q, Part II.

- A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. *Do not submit a tour length change proposal to PDTATAC.*
- C. Tour Length Exception. The tour length for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DOD Service member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):*

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
All OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	8
Alaska (except as indicated)	36	36		1
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	7
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5, 11*
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	7
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	9
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	8
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	8
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	8
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	8
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	NA	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa*	24*	15*	11-25-08*	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		

APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)
Part 1: DOD Service Members

Appendix Q1

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki*	NA*	12*	11-05-08*	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	8
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	NA	12		4
Camp Carroll	24	12		
Camp Humphreys	24	12		
Camp Market	24	12		
Camp Red Cloud	24	12		
Camp Walker	24	12		
Chinhae	24	12		
Hialeah	24	12		
K-2 AB	24	12		
Kimhae	24	12		
Osan AB	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Pusan	24	12		
Pyongtaek	24	12		
Seoul	24	12		
Suwon	24	12		
Taegu	24	12		
Yongsan	24	12		
Kuwait	24	12		6
Kyrgyzstan	24	12		
Laos	NA	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18		
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	NA	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	NA	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	8
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	NA	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	8
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	NA	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	NA	12		
Metropolitan Manila	24	18		
Poland				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	8
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		5
Eskan Village, Riyadh	24	12	07-18-08	10
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	8
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	8
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murtd	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurталik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a service member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.
2. Dependents are permitted only when Gov't quarters are available.

3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations at which such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. Due to threat levels, dependents are not currently authorized at this location.
6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
8. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

9. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
10. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
- *11. PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

PART III: CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

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

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

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

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

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

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

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

D. Special Circumstance Tours of Duty. For special circumstance tour of duty locations see APP Q3, Section 2.

E. Tour Lengths

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

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Afghanistan	X			
Alaska				
Adak				X
Aleutian Islands				X
Isolated Mainland Bases				X
Kodiak Island				X
Ascension Island				X
Australia				
Northwest Cape	X			
Azores (see Portugal)	X			
Bahamas				
Andros Island	X			
Bahrain	X ^{1 7*}	X ²		
Bosnia-Herzegovina	X			
British Indian Ocean Territory				
Diego Garcia Island				X
Burma	X			
Canada				
Newfoundland & Labrador				
Gander				X

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Argentina	X ¹	X ²		X
Northwest Territories				X
St. Anthony				X
Christmas Island				X
Croatia	X			
Cuba				
Guantanamo Bay	X ¹			X ²
Diego Garcia (see British Indian Ocean Terr.)				
Dominican Republic	X			
Egypt	X ¹			X ²
El Salvador		X ²		
Eniwetok (see Marshall Islands)				
Ethiopia				X
Finland (all locations outside Helsinki)	X			
Greece	X			
Greenland		X		
Guam	X			
Haiti	X ¹			X ²
Honduras		X ²		
Hong Kong	X			
Hungary (<i>eff 11-25-08</i>)*				
Papa*	X ^{1*}		X ^{2*}	
Iceland	X ³			X ^{2 5}
Indonesia				X ²
Iran (except as indicated below)				X
Isfahan	X			
Tehran	X			
Israel	X ¹	X ²		
Italy				
La Maddalena	X ³	X ^{4 5}		
Sicily (Comiso and Ragusa)	X ³	X ^{4 5}		
Japan				
Iwo Jima				X
Kure	X ¹			X ²
Ryukyu Islands	X ¹			
Wakkanai	X ¹			X ²
Johnston Atoll	X ³			X ^{2 5}
Jordan	X			
Korea	X ¹			X ²
Kuwait	X ¹			X ²
Kwajalein (see Marshall Islands)				
Laos	X			
Liberia	X			
Libya		X		
Mahe Island				X
Marshall Islands				
Eniwetok				X
Kwajalein	X			
Mexico				
Coatzacoalcos	X ¹	X ^{2 5}		
Vera Cruz	X ¹	X ^{2 5}		

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Midway Islands				X
Montenegro	X			
Morocco	X			
Nigeria	X ¹			X ²
N. Mariana Islands				
Saipan	X			
Oman	X ¹			X ²
Pakistan (except as indicated below)		X		
Islamabad				X ²
Karachi				X ²
Lahore				X ²
Peshawar				X ²
Panama	X			
Philippines	X			
Portugal				
Azores	X			
Puerto Rico	X			
Qatar	X ¹			X ²
Russia				
Moscow	X			
Saudi Arabia	X ^{1 6}			X ²
Serbia	X			
Somali Republic		X		
Taiwan	X			
Thailand	X ¹			X ²
Turkey (except as indicated below)	X			
Cakmakli,				X ²
Corlu				X ²
Diyabakir				X ²
Izmir				X ²
Murs				X ²
Ortakoy				X ²
Sinop				X
Venezuela	X			
West Indies				
Eleuthera Island				X
Grand Bahama Island				X
Grand Turk Island				X
Mayaguana Island				X
San Salvador Island				X
St. Lucia Island				X
Yemen Arab Republic				
Sanaa	X ³			X ^{2 5}
Zaire	X			

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

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

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

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

5/ For an employee serving on a renewal agreement.

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

*7/ PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. An employee executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).