

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 521**

Alexandria, VA

1 March 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 March 2009 unless otherwise indicated.

LYNN S. HEIRAKUJI

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

LYNDA DAVIS

Deputy Assistant Secretary of the Navy
(Military Personnel Programs)

BARBARA J. BARGER

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

This change includes all material written in the following CAP Items: 85-08(E); 101-08(E); 114-08(E); 116-08(E); 126-08(E); 129-08(E); 130-08(I); 132-08(I); and 135-08(I)-137-08(I).

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

This cover page replaces the Change 520 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 521:

C1065-A3. Changes the official distance determination from city to city to zip code to zip code within the CONUS and non-foreign OCONUS locations.

C2050-A, C2166, C2193, and C2194-A. Clarifies that a POC used primarily for personal transportation, regardless of the size, may be authorized for POC TDY and PCS travel involving a car ferry.

C2159-D. Aligns par. C2159-D with par. C5050-C and the examples in par. C5065 which allow parking, tolls, etc. for POC use on PDT.

C2505-B. Changes the PCS MALT rate from \$.27 per mile to \$.24 per mile.

C4553-D2a(2). Clarifies the per diem rate for the departure day from the PDS when lodging is not procured.

C4558-D. Clarifies that a POC used primarily for personal transportation, regardless of the size, may be authorized for POC TDY and PCS travel involving a car ferry.

C4558-A. Clarifies that the embarkation/debarkation port M&IE rates apply for departure/arrival days on a ship.

C4566. Clarifies the per diem rate for the departure day from the PDS when lodging is not procured.

C5060, C5065, C5080, C5125-B, C5530-B, and C5715-A2. Clarifies that a POC used primarily for personal transportation, regardless of the size, may be authorized for POC TDY and PCS travel involving a car ferry.

C5060-H. Updates table to show correct amount due the employee for PCS Travel.

C5358-C3. Adds a subparagraph to JTR, par. C5358-B indicating that TQSA may be extended beyond the initial termination date if an agency determines there are compelling reasons to justify an extension.

C5536. Clarifies the use of city-pair airfares to alternate locations when on official travel.

C7375-E, C7700-D, and C7750-C. Clarifies the use of city-pair airfares to alternate locations when on official travel.

APP A1, I GOVERNMENT MEAL RATE. Updates the Government Meal Rates for 2009.

APP O, par. T4040-C4a. Adds the same provision from JTR, par. C4558-A to the JFTR and APP O that no per diem is paid for first and last travel day by Government ship if the traveler departs from/returns to the port at the PDS.

JOINT TRAVEL REGULATIONS

VOLUME 2

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

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PART B: CONDITIONS/FACTORS

C1050 GENERAL

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

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at GOV'T expense may be directed only:

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

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

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

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

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

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

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

C. PCS

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

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

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

2. Reimbursement Provisions

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

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

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

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

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

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

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

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

C1052 TRAVEL AND TRANSPORTATION FUNDING

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

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

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

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

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

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

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

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

C. Movement within the Same DOD Component

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

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

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

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

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

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

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

D. RAT

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

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

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

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

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

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

E. Separation from OCONUS Employment

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

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

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

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

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

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

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

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

C1053 IDENTIFICATION CARD

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

1. DOD Instruction 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at <http://www.dtic.mil/whs/directives/corres/pdf/100001p.pdf>), and
2. DOD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at <http://www.dtic.mil/whs/directives/corres/pdf/100013p.pdf>).

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

C1054 PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

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

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green card). See APP G.
2. Travel Requirements
 - a. The necessary passport, visa (including green card) when required (see APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. With few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into a:
 - (1) Foreign country, or
 - (2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. A passport is valid for specific period from date of issuance and requires renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

C1055 GOV'T QUARTERS USE/AVAILABILITY

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

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

1. When TDY/delay is at other than a U.S. Installation;
2. When an AO determines GOV'T quarters use would adversely affect mission performance ***NOTE: An employee in a Senior Level (SL) position, Scientific and Professional (ST) position and an SES employee (including individuals described under 5 USC §5703) determines personal quarters availability.;***
3. During en route travel periods; or
4. For TDY/delay of less than 24 hours at one location.

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

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

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

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

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

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

C1059 SCHEDULING TRAVEL

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

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par. C1060-B or C1060-C;

9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

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

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

A. Starting and Ending Travel

1. General

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

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

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

- i. Carefully review requests for first-and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.
2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:
 - a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or
 - b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.
3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

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

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

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

C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
 - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
 - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See the **NOTE** following par. C1060-A1c regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
 - a. The origin or destination is OCONUS; and
 - b. Travel is by a usually traveled route; and
 - c. Travel is by less than first/business-class accommodations; and
 - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport

servicing the PDS/TDY point and the scheduled aircraft arrival at the airport servicing the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*.

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

3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:

- a. Travel is authorized by first- or business-class service.
- b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.
- c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

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

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

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

2. An en route rest stop is not authorized/approved;

3. The traveler is not authorized first- or business-class accommodations; or

4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform

official duties). See the **NOTE** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

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

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

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

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

C1065 OFFICIAL DISTANCE DETERMINATION

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

1. Is the only official source for worldwide TDY and PDT distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),

Effective 1 March 2009

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

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

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

B. **Privately Owned Airplane**

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined from aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

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

CHAPTER 2**TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
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- C2000 GENERAL**
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 - B. Service Responsibility
 - C. TDY Travel Involving Non-PDS Location(s)
 - D. TDY Departure from/Return to Dependent's Residence

- C2001 TRANSPORTATION MODE**
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- C2002 CITY-PAIR AIRFARE PROGRAM**

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- C2051 GOV'T AIRCRAFT**
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- C2053 USE OF AERO CLUB AIRCRAFT**

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OR SPECIAL CONVEYANCE**

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- C2101 TAXICAB USE**
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 - B. Between Residence and PDS on the Day Travel Is Performed

- C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)**
- A. General
 - B. Selecting a Rental Vehicle
 - C. Special Conveyance (Includes Aircraft) Reimbursement
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 - E. Use Limited to Official Purposes
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- B. Transportation
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PART B: GOVERNMENT CONVEYANCE TRAVEL

C2050 GOV'T AUTOMOBILE

A. Requirements

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

B. Exceptions

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

C. Limitations

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

C2051 GOV'T AIRCRAFT

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

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

C2053 USE OF AERO CLUB AIRCRAFT

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

SECTION 2: PERMANENT DUTY TRAVEL

NOTE: In addition to the provisions of Section 1, the following regulations apply.

C2159 AUTOMOBILE USE (FTR §302-4)

A. General

1. Automobile use is to the GOV'T's advantage for:
 - a. First duty station travel by a newly recruited employee or appointee,
 - b. PCS travel, or
 - c. Separation travel.
2. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2505.
3. RAT by automobile is to the GOV'T's advantage when travel and transportation costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C2198 for RAT reimbursement by automobile.***

B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed MALT rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***
3. MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

NOTE: The terms "family members" or "dependents" in par, C2159 include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.
2. MALT
 - a. When reimbursement for the use of more than two POCs is authorized/approved, the MALT allowance and car ferry fees apply for each POC.
 - b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid MALT for the one-way official distance from old to new PDS on the second trip).

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization/order or approved by travel authorization/order amendment after the fact. See APP I, Part II for travel authorization/order policy.

*D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road, bridge and tunnel tolls is authorized for the direct route between the official points involved..

C2162 AIRCRAFT

A. Privately Owned Airplane

1. The use of a privately owned airplane for:
 - a. First duty station travel by a newly recruited employee or appointee,
 - b. PCS travel,
 - c. Separation travel, or
 - d. RAT

is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage, is at the appropriate TDY mileage rate in par. C2500.
3. Travel time is as provided in par. C5060.
4. Reimbursement computation for travel by privately owned airplane is in par. C2198

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.
2. Expenses
 - a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
 - b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

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

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

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

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

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

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

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

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

***C2166 POC TRAVEL INVOLVING A CAR FERRY**

*A. General. When a car ferry is authorized, an employee/dependent traveling partly by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in pars. C2166-B, C2166-C, and C2166-D.

*B. Transportation

*1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

*2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS. See par. C2505.

*3. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

*C. Ferry Fees The employee is authorized:

*1. GOV'T-procured ferry transportation; or

*2. Reimbursement for personal transportation costs on the car ferry (NTE the GOV'T-procured ferry transportation cost).

*D. Foreign Registered Ship Use. See par. C2205-F3 for required documentation if a U.S. registered ferry is not available.

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SECTION 4: POC USE FOR TDY TRAVEL

C2182 TDY MILEAGE ALLOWANCES FOR POC USE

An individual engaged in official business for the GOV'T may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

C2184 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2500, and private automobile rates affected by pars. C2184-B, C2184-C and C2184-D may be prescribed in a travel authorization/order.

B. POC Use to the GOV'T's Advantage. POC TDY mileage rates are in par. C2500 for POC travel that is to the GOV'T's advantage.

C. POC Use Not to the GOV'T's Advantage

1. Reimbursement. When POC TDY travel is not to the GOV'T's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the travel authorization/order.

2. Constructed Cost. See par. C2156.

3. POC Use Instead of GOV'T-furnished Automobile. See par. C2184-D.

4. POC Use for Local Travel. See pars. C2400 and C2401.

D. Privately Owned Automobile (POA) Instead of GOV'T-furnished Automobile (FTR §301-10.310)

1. GOV'T-furnished Automobile Use to the GOV'T's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a GOV'T-furnished automobile would be to the GOV'T's advantage. See par. C2500 for current rates.

b. Higher TDY Mileage Rate. Exceptions to the GSA-prescribed rates may be authorized if the DOD component concerned determines that, because of the unusual circumstances, the GOV'T-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DOD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a GOV'T-furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C2188 that would have been incurred if a GOV'T-furnished vehicle had been used.

2. GOV'T-furnished Vehicle Available. When use of an available GOV'T-furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2500.

3. Official Traveler Assigned a GOV'T-furnished Vehicle. When an official traveler is assigned a GOV'T-furnished vehicle for the official traveler's exclusive use, but the official traveler elects to use a POC, POC use reimbursement is at the partial rate in par. C2500-A.

4. Reimbursement when Transportation in a GOV'T-furnished Automobile as Passenger/Driver Is Available

- a. Reimbursement Not Authorized. When an official traveler is authorized transportation in a GOV'T-furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the GOV'T-furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).
- b. Partial Reimbursement. If under the circumstances in par. C2184-D4a, the GOV'T-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the partial rate in par. C2500-A for POC use instead of a GOV'T furnished vehicle (62 Comp. Gen. 321 (1983)).
- c. Reimbursement at POC Rate. If the GOV'T-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a GOV'T-furnished vehicle when use of the GOV'T-furnished vehicle is to the GOV'T's advantage.

C2188 OTHER ALLOWABLE COSTS

In addition to a TDY mileage allowance, the following official business costs are allowable:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

C2190 TRAVELING TOGETHER

1. POC TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the TDY mileage payable to the official traveler authorized to be reimbursed because another passenger (GOV'T or non-GOV'T official traveler) travels with the official traveler and contributes to paying operating expenses.

C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

NOTE: *If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.*

A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence/PDS to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is:

1. Paid TDY mileage, and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY are reimbursable NTE the cost of two one-way taxicab fares, including allowable tips.

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.

2. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.

3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.*

***C2193 POC TRAVEL INVOLVING A CAR FERRY**

*A. General. When a car ferry is used during POC travel, the employee traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise) is authorized transportation allowances in pars. C2193-B, C2193-C, and C2193-D.

*B. Transportation

*1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

*2. TDY Mileage. 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. See par. C2505.

*3. More Than One Car Ferry. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries.

*C. Ferry Fees. The employee is authorized:

*1. GOV'T-procured ferry transportation; or

*2. Reimbursement for personal transportation costs on the car ferry (NTE the GOV'T-procured ferry transportation cost).

*D. Foreign Registered Ship Use. See par. C2205-F3 for required documentation if a U.S. registered ferry is not available.

C2194 PER DIEM FOR POC TRAVEL

*A. POC Use Is to the GOV'T's Advantage. When POC use is to the GOV'T's advantage, per diem is computed under par. C5060-B.

B. POC Use Not to the GOV'T's Advantage

1. When POC use is not to the GOV'T's advantage, per diem is limited under par. C2198-B, except when a POC is used instead of a GOV'T-furnished automobile. See par. C2180.

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

C2196 TRAVEL TIME

Necessary travel time is allowed when POC use is to the GOV'T's advantage. See par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the GOV'T's advantage (except for travel under par. C2180).

C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C2194.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721). See <http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF>.
4. See par. C2188 for other allowable costs.

B. Not to the GOV'T's Advantage

1. Limitation

- a. When, for personal preference a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180. See B-183480, 4 September 1975.

2. TDY Mileage and Per Diem Computation

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the travel authorization/order is used for computing per diem.

3. Constructed Transportation Cost and Per Diem Computation

- a. The GOV'Ts constructed transportation cost is computed on fares or charges for the policy-constructed airfare (see APP A) (often contract city-pair airfare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the GOV'T would pay if GOV'T-procured transportation had been provided.
- c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.

d. The constructed POC transportation cost includes transportation expenses for:

- (1) The official traveler claiming TDY mileage, and
- (2) Persons performing official travel as passengers in the same conveyance.

4. Comparison

a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

a. Passengers are not authorized TDY mileage.

b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. *Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying TDY mileage and other reimbursable expenses.*

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

**EXAMPLE 1
 TDY Per Diem and POC TDY Mileage Computation**

A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the traveler to travel by common carrier; however, the traveler elects to travel by POC which is not to the GOV'T's advantage between the residence and TDY location. See par. C2150-8. The traveler arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is \$109 (\$70/ \$39) and the actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round-trip official POC distance is 1,500 miles (750 miles one-way) requiring two travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example. See par. C2159-D.

The traveler is paid \$381.77 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	Distance
1 Jun	Residence	1 st Stopover	\$115 (\$76/ \$39)	\$35	400
2 Jun	En Route	2 nd Stopover	\$112 (\$73/ \$39)	\$39	300
3 Jun	En Route	TDY Station	\$104 (\$70/ \$39)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$110 (\$71/ \$39)	\$80	400
5 Jun	En Route	4th Stopover	\$120 (\$81/ \$39)	\$70	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST

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

Day 1	75% x \$39 + \$35 (1 st stopover lodging cost) =	\$64.25
Day 2	\$39 + \$39 (2 nd stopover MI&E rate and lodging cost) =	\$78.00
Day 3	\$39 + \$40 (Arrive TDY location) =	\$79.00

Per Diem for Travel from Location A (residence) to Location B (TDY) - \$221.25

Day 4	\$39 + \$71 (Depart TDY location. 3rd stopover lodging cost) =	\$110.00
Day 5	\$39 + \$70 (4th stopover M&IE rate and lodging cost) =	\$109.00
Day 6	75% x \$39 (use 4th stopover MI&E rate) =	\$29.25

Per Diem for Travel from Location B (TDY) to Location A (residence) - \$248.25

Transportation Costs	Round-trip TDY mileage – 1,500 miles x \$0.585 cents/mile =	\$877.50
	Round-trip tolls	\$12.00

Actual Travel Cost by POC Total

\$1,359.00

COMMON CARRIER CONSTRUCTED COST

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

Day 1	(75% x \$39) + plus \$40 (lodging cost) =	\$69.25
Day 2	75% x \$39	\$29.25
Transportation Costs	1 round-trip air coach ticket (including federal tax paid by the GOV'T)	\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)	\$40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$80.00

Constructed Travel Cost by Common Carrier Total

\$381.77

EXAMPLE 2

TDY Per Diem and POC TDY Mileage Computation

A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the traveler to travel by common carrier; however the traveler requests to travel by POC between residence and TDY location. See par. C2150-8. A determination is made that POC use is to the GOV'T's advantage because there is no city pair contract fare available. The commercial air fare from Location A to Location B is \$1,250. The traveler is authorized to travel using POC as it is to the GOV'T's advantage and arrives at the TDY location on day 3, completing the TDY assignment on the same day. The traveler arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round-trip official POC distance is 1,700 miles (850 miles one-way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example. See par. C2159-D.

The traveler is paid \$1,516.00 (actual travel cost by POC) since the constructed GOV'T common carrier cost exceeds the actual POC cost and POC was authorized as being to the GOV'T's advantage.

ITINERARY

<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>Distance</u>
1 Aug	Residence	1 st Stopover	\$127 (\$88/ \$39)	\$60	400
2 Aug	En Route	2 nd Stopover	\$114 (\$75/ \$39)	\$50	400
3 Aug	En Route	TDY Station	\$127(\$88/ \$39)	\$65	50
4 Aug	TDY Station	3 rd Stopover	\$114 (\$75/ \$39)	\$50	400
5 Aug	En Route	4 th Stopover	\$127 (\$88/ \$39)	\$60	400
6 Aug	En Route	Residence	Use 4 th stopover MI&E		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST

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

Day 1	75% x \$39 + \$60 (1 st stopover MI&E rate and lodging cost) =		\$89.25
Day 2	\$39 + \$50 (2 nd stopover MI&E rate and lodging cost)		\$89.00
Day 3	\$39 + \$65 (Arrive TDY location =		\$104.00
Per Diem for Travel from Location A (residence) to Location B (TDY) = \$282.25			
Day 4	\$39 + \$60 (Depart TDY location 3rd stopover lodging cost) =		\$99.00
Day 5	\$39 + \$60 (4th stopover M&IE rate and lodging cost) =		\$99.00
Day 6	75% x \$39 (use 4th stopover MI&E rate) =		\$29.25
Per Diem for Travel from Location B (TDY to Location A (residence) = \$248.25			
Transportation Cost	Round-trip TDY mileage – 1,700 miles x \$0.585 cents/mile =		\$994.50
	Round-trip tolls =		\$12.00
Actual Travel Cost by POC Total			\$1,516.00
COMMON CARRIER CONSTRUCTED COST			
(including per diem on travel days to and from Location B)			
Day 1	75% x \$39 + \$75 (lodging cost) =		\$104.25
Day 2	75% x \$39 =		\$29.25
Transportation Cost	1 round-trip air coach ticket (including federal tax paid by GOV'T)		\$1,350.00
	Shuttle costs between airport and hotel (\$20 each way, par C2101-A)		\$40.00
	Taxicab cost between residence and airport (\$40 each way, par. C2101-B)		\$80.00
Constructed Travel Cost by Common Carrier Total			\$1,603.50

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged IAW pars. C2203-A and; C2203-B; and
- b. Reimbursed IAW par. C2203-D.

2. To the GOV'T's Advantage

a. If an official traveler is authorized POC travel as being to the GOV'T's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,
- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (TDY mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the GOV'T's Advantage. If the official traveler is not authorized POC travel as being to the GOV'T's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized TDY mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C2198-B3 for authorized travel.

PART I: MILEAGE & PCS MALT RATES

C2500 TDY AND LOCAL TRAVEL

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>	<u>NOTE</u>
Airplane	\$1.26	1 Aug 2008	1
Automobile (if no GOV is available)	\$0.585	1 Aug 2008	1
Motorcycle	\$0.585	1 Aug 2008	1
POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage	\$0.285	4 Feb 2005	
Partial reimbursement for POC use when the employee is committed to use a GOV and a GOV has been procured and is available for the employee's use but the employee elects to use a POC	\$0.125	4 Feb 2005	

NOTE

1 For travel performed on or after 1 August 2008.

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. C2162-B and C2165.

C. POC Use Instead of GOV. See par. C2180 for POC use instead of a GOV.

D. GOV Advantageous POC Rates. GOV advantageous POC rates consist of:

1. \$0.285/mile (fixed cost \$0.16 and variable cost \$0.125) if GOV use is to the GOV'T's advantage, there is a GOV available for the employee, but one has not been procured specifically for the employee's use.
2. \$0.125/mile (variable cost) when a GOV is directed, has been procured for the employee's use, is available for the employee's use and the employee elects to use a POC.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The PCS MALT paid (see par. C2505-B for the rate) is determined by the official distance for which PCS MALT may be paid under the circumstances (as determined IAW the applicable JTR provisions).

B. MALT Rate

*1. **Effective 1 January 2009**, the MALT rate per authorized POC is \$.24/mile. The MALT rate in effect from 1 July – 31 December 2008 was \$.27/mile.

*2. The \$.24/mile rate is effective for all PCS travel that commences on or after 1 January 2009 (i.e., the initial travel is started).

*3. PCS travel that commenced prior to 1 January 2009 must be paid at the old rate (\$.27/mile) even if the travel was not completed until after 1 January 2009.

4. See par. C5050 for general information and reimbursement ICW MALT.

NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers x .62 miles/km = Miles*.

Example. To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be $84 \text{ km} \times .62 \text{ miles/km} = 52 \text{ miles}$.

CHAPTER 4
EMPLOYEE TRAVEL

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PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATE

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

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

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

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

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

allowance prescribed in this Part.

D. Offices Designated to Authorize Increased Per Diem

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

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. 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:

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

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

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

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

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

2. Per Diem Allowed

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

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

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

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

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

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

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

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

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

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

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

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

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

C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

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

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

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

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

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

B. Maximum Per Diem Rate

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

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

C. Per Diem Allowance Elements

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

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

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. See par. C4557 for reduced incidental expense allowance when GOV'T quarters are available on an OCONUS 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; 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 next destination (TDY/stopover point) 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 next destination (TDY/stopover point) 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

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 dining facility/mess, or
- (3) PMR on any day when at least one, but not all three, meals are consumed in a GOV'T dining facility/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 dining facility/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 dining facility/mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a GOV'T dining facility/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 dining facility/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 dining facility/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 dining facility/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 dining facility/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 GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).*

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

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

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

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

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

1. Apartment, house, or recreational vehicle rent (see par. C4559-B);

2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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

NOTE 2: *An employee who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 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 (debarcation day) is based on the debarcation/embarkation port rates and computed under the 'Lodging-Plus' method in par. C4553. **There is no per diem paid for the first/last travel day by GOV'T ship when it departs from the port that is the employee's PDS/returns to the port that is 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/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 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 IAW pars. C4554-A1a and C4554-A1b, as applicable. 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 dining/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 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. POC Travel Involving a Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), the employee is authorized per diem. See par. C2193 for transportation allowances.

*1. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized. See par. C2205-C.

*2. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the rate applicable for the employee's location at 2400 on that day. See par. C4550-F.

*3. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day. See par. C4553.

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 dining facility/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/\text{day} \times 30 \text{ 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 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 dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$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 dining facility/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.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
* (1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at 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 next destination (TDY/ stopover point) 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.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(2) Whole Days of Travel in CONUS						
	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 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 dining facility/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 dining facility/mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a GOV'T dining facility/mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a GOV'T dining facility/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 dining facility/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 dining facility/mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a GOV'T dining facility/mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a GOV'T dining facility/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 dining facility/mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a GOV'T dining facility/mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a GOV'T dining facility/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/}

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(3) Whole Days of Travel – OCONUS						
	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 dining facility/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 dining facility/mess or Deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a GOV'T dining facility/mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a GOV'T dining facility/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 dining facility/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 dining facility/mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a GOV'T dining facility/mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a GOV'T dining facility/mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. ^{58/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than GOV'T dining facility/mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a GOV'T dining facility/mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a GOV'T dining facility/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/ 68/}

Quick Reference - Per Diem Allowances					
TDY Travel of More Than 24 Hours					
Footnotes: See table # 4					
(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 dining facility/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 example illustrates the method used for computing per diem allowances incident to evacuation:

Example			
1. The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current allowances. See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html , 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.			
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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CHAPTER 5

PERMANENT DUTY TRAVEL

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PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

C5050 MALT (FTR §302-4.300)

A. POC Travel

1. Except for RAT, the MALT for PDT by POC, when authorized/approved is determined by the official distance for which MALT may be paid under circumstances (as determined IAW the applicable JTR provisions).
2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization/order, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization/order is authorized the MALT rate per mile except when traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS travel authorization/order, only the employee incurring the expenses one is authorized MALT for the official distance and only one employee receives the reimbursable expenses. See par. C5000-B1a.
 - a. Example 1. An employee-married-to-employee couple, each on a PCS travel authorization/order and therefore eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as the other employee's dependent (par. C5000-B1a)), and their two children travel in one POC. Only one employee receives MALT and may submit all of the reimbursable expenses.
 - b. Example 2: Three unrelated employees, each on a PCS authorization/order, travel together in one POC between two PDS locations. The employee incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.
 - c. Example 3. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS travel authorization/order, and their two children travel together in one POC. Only one employee receives MALT for the official distance and may submit all of the reimbursable expenses.
3. See par. C2505 for the MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

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

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

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

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

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

C5055 USE OF MORE THAN TWO AUTOMOBILES

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

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

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

*B. POC Use to the GOV'T's Advantage. When POC use for PDT is authorized, and travel time is 12 or fewer hours, the per diem allowance is the lesser of the:

*1. Result of allowing 1 day of travel time for each 350 miles of official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-C), or

2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

*C. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DOD Component (e.g., a physically handicapped employee).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DOD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

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

*E. Per Diem Rates for PDT

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

2. ***The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.***

a. Travel to a first duty station for a newly recruited employee or appointee;

b. Travel incident to a PCS;

c. RAT;

d. Separation travel; and

e. While occupying temporary lodging (except when TQSE(F) is authorized under Ch 5, Part H3).

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

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

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

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

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

*5. Per Diem for POC Travel Involving a Car Ferry. When a car ferry is used by an employee/dependent traveling between two PDSs partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized. See par. C2166 for transportation allowances.

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

*b. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the employee's/dependent's location at 2400 on that day. See par. C4550-F.

*c. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted 'MALT-Plus' is the applicable M&IE while on the ferry. See par. C4553.

*d. Dependent Per Diem. The percentages, in par. C5125-A, apply when computing a dependent's per diem,

*F. Per Diem Allowance Elements

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

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

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

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

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

*a. PCS of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C5060-G1a(1) and C5060-G1a(2). No deduction is made for meals.

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

***NOTE: Per diem payment authorized by par. C5060-G1a(1) may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).**

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

b. Travel of More than 24 Hours

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

(1) Day Travel Begins

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

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

(2) Full Calendar Days

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

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

(3) Day Travel Ends

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

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

*H. PDT

***NOTE:** *The per diem rates prescribed for PDT in par. C5060-E apply when computing per diem in pars. C5060-H1 House-hunting Trip, C5060-H2 En Route Travel to the New PDS, C5060-H3 RAT, and C5060-H4 Separation Travel.*

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

*2. En Route Travel to the New PDS. Except for determining the applicable rate (see **NOTE** above), par. C5060-H applies when computing en route travel per diem allowances to a new PDS. The Standard CONUS M&IE rate or OCONUS M&IE locality rate, as appropriate, (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the current rate), applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060-G1b(1) and C5060-G1b(3) apply. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C5060-E3 for the current Standard CONUS per diem rate.

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

*4. Separation Travel. Except for determining the applicable rate (see **NOTE** above), pars. C5060-G1b(2)a and G1b(2)b apply when computing per diem for all en route travel to the actual residence incident to separation. The Standard CONUS M&IE rate is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060-G1b(1) and C5060-G1b(3) apply. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C5060-E3 for the current Standard CONUS per diem rate.

*I. Per Diem Computation Examples

1. Example 1

PCS Travel		
NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by privately owned-automobile, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for up to 8 days based on 350 miles per day. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$109/day (Standard CONUS per diem rate) =		\$872.00
Day 1 (departure day)	75% of \$39 + \$58 (lodging) =	\$87.25
Day 2	\$39 =	\$39.00
Day 3 to 8	*M&IE \$234 (\$39/day x 6 days) + Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59)	\$580.00
Day 9	*\$39 (M&IE) + \$0 (lodging) =	\$39.00
Day 10 (arrival day)	*75% x \$39 (M&IE) =	\$29.25
Employee's per diem authorization =		\$774.50
Per diem for accompanying spouse at ¾ of the amount due the employee (\$774.50) =		\$580.87
*Per diem for accompanying child (under age 12) at ½ of the amount due the employee (\$774.50) =		\$387.25
Total amount payable to employee =		\$1,742.62
*Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/day = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
*The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus \$58 lodging cost for a total of \$87.25.		
Day 2 , the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 3 to 8 , the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$346) NTE \$70 times 6 days for a total of \$654.		
Day 9 , the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) for a total of \$29.25.		
The per diem for actual travel by the employee is \$774.50. Since the per diem for actual travel does not exceed the maximum allowable (\$872.00) for 8 days travel time, the employee is authorized the full amount (\$774.50) for the actual travel time and authorization for dependents is ¾ and ½ respectively of the \$774.50 due the employee.		

Ch 5: Permanent Duty Travel
Part B: Employee Transportation & Subsistence Allowances

C5050-C5090

2. Example 2

PCS Travel		
*NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpd-rates.pl or par. C5060-E3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by privately owned-automobile, accompanied by spouse and 7-year old child. They departed the residence at 0800 on Day 1 and arrived at the new PDS at 2100 on Day 6.		
The employee may be paid per diem for up to 4 days based on 350 miles per travel day per the official distance of 1,443 miles. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 4 days x \$109/day (Standard CONUS per diem rate) =		\$436.00
Day 1 (departure day)	75% of \$39 + \$0 (lodging) =	\$29.25
Day 2	\$39 + \$59 (lodging) =	\$98.00
Day 3	\$39 + \$0 (lodging) =	\$39.00
Day 4	\$39 + \$53 (lodging) =	\$92.00
Day 5	\$39 + \$0 (lodging) =	\$39.00
Day 6 (arrival day)	75% x \$39 =	\$29.25
Employee's per diem authorization =		\$326.50
Per diem for accompanying spouse at ¾ of the amount due the employee (326.50) =		\$244.87
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (326.50) =		\$163.25
Total amount payable to employee =		\$734.62
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 ÷ 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
*The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagonon.mil/cgi-bin/pd-rates/cpd-rates.pl or par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) for a total of \$29.25.		
Day 2 and 4 - the applicable per diem rate is the M&IE rate (\$39) for each day plus lodging cost (\$59 and \$53) NTE \$70 for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate (\$39) for each day for a total of \$78.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$29.25) of the Standard CONUS M&IE rate (\$39).		
The per diem for actual travel time (\$326.50) did not exceed the maximum allowable (\$436.00), therefore the employee is authorized the lesser amount and the authorization for dependents is ¾ and ½ respectively of the \$326.50 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the GOV'T Cost		
*NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpd-rates.pl or par. C5060-E3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by privately owned-automobile. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem for up to 8 days based the official distance of 2,615 miles. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$109/day (Standard CONUS per diem rate) =		\$872.00
Day 1	75% x \$39 = \$29.25 + \$70 (lodging) =	\$99.25
Day 2 to 10	\$39 + \$70 (lodging) = \$109/day x 9 days =	\$981.00
Day 11-14	\$39/day x 4 days =	\$156.00
Day 15	75% x \$39 =	\$29.25
Total		\$1,265.50
Per diem for accompanying spouse at ¾ of the amount due the employee (1,265.50) =		\$949.12
Employee total travel costs (1,265.50 + \$949.12) =		\$2,214.62
Total amount payable to employee (\$872 + dependent per diem \$654, 75% of \$872) =		\$1,526.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450)). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
*NOTE: See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html or par. C5060-E3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by privately owned automobile accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem for up to 3 days based on 350 miles per calendar day. See par. C5060. Lodgings were occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodgings-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = \$500 =		\$500.00
Day 1 (departure day)	75% of \$156 + \$127 (lodging) =	\$244.00
Day 2	\$72 + \$125 (lodging) =	\$197.00
Day 3 (arrival day)	75% of \$68 =	\$51.00
Employee's per diem authorization =		\$492.00
Per diem for accompanying spouse at ¾ of the amount due the employee =		\$369.00
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		\$369.00
Total amount payable to employee = (\$492 + 2 dependents per diem (738, 75% of \$492) =		\$1230.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable per diem for PCS travel in OCONUS is the maximum OCONUS locality per diem rate prescribed in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html .		
Day 1 (departure day), the applicable per diem rate is 75% of the OCONUS locality M&IE rate (\$156) plus \$127.00 lodging cost for a total of \$414.00.		
Day 2, the applicable per diem rate is the OCONUS M&IE rate (\$72) plus lodging cost (\$125) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.00.		
The per diem for actual travel by the employee is \$492.00. Since the per diem for actual travel does not exceed the maximum allowable (\$500.00) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and authorization for dependents is ¾ each of the \$492.00 due the employee.		

5. Example 5

PCS/Separation Travel	
*NOTE: See http://perdiem.hqda.pentagon.mil-bin/pd-rates/cpdrates.pl or par. C5060-E3 for the current Standard CONUS per diem rate.	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
*3. The employee is authorized per diem since actual travel time exceeds 12 hours. See par. C5060-H	
*4. Since travel begins and ends on the same day, pars. C5060-H1a and C5060-H1a(2) apply. See also par. C5060-I4.	
5. The maximum per diem rate at the time of travel was \$109 (\$70/ \$39). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$29.25 (75% x \$39).	
7. Per diem payable for the spouse is ¾ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. Example 6

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

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

- The examples in par. C5065 illustrate computing MALT and per diem incident to PDT by automobile.
- The per diem/MALT rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
- See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.
- *4. The per diem allowance is as computed in pars. C5125 and C5060-B, and examples in par. C4565.

B. Reimbursement Computation Example for One Automobile

Reimbursement Computation for Employee, Spouse, and 1 Child in One Automobile	
An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by the spouse and a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 miles ÷ 350 miles/day = 8 days). See par. C5060. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
1. Automobile travel reimbursement is based on 2,826 miles x \$0.27/mile. See par. C2505-B. 2,826 miles x \$0.27/mile = \$763.02	\$763.02
2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus an allowance for M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$109/day (Standard CONUS per diem rate). \$109/day x 8 days = \$872	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x .75 =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 =	\$325.00
6. Amount spent on tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,236.02

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

C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for Two Automobiles	
An employee performs PCS travel from Location A, to Location B, using two automobiles. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8). See par. C5060.	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles x \$0.27/mile. See par. C2505-B. 2,826 x \$0.27 =	\$ 763.02
2. Automobile travel reimbursement for the second automobile, driven by spouse is based on 2,826 miles x \$0.27/mile. See par. C2505-B. 2,826 x \$0.27=	\$763.02
3. Allowable per diem for employee based on 'Lodgings-Plus' for 8 day maximum is the actual amount the traveler pays for lodgings plus an allowance for M&IE; NTE the Standard CONUS per diem rate is 8 days x \$109 (Standard CONUS per diem rate). \$109/day x 8 days = \$872	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x .75 =	487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 =	325.00
7. Amount spent on tolls	+ 10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,998.54

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

Computation MALT for Two Separate Trips	
An employee performs PCS travel from Location A to Location B, by automobile. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x \$0.27/mile (employee only) =	\$233.82
866 miles x \$0.27/mile (spouse and 2 children) =	+ \$233.82
Total MALT payable for POC travel	\$467.64
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). <i>No per diem is payable on the employee's behalf for the employee's second trip.</i> The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

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

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

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

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

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

C5075 PCS MOVEMENTS (FTR §302-3)

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

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

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

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

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

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

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to GOV'T service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to GOV'T service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DOD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

a. Agreement Requirements. See Chap. 5, Part L.

b. Service Requirements. See par. C5570.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). See par. C1004. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS the following are authorized:

(a) Miscellaneous Expense Portion. See DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004,

(b) Lease Penalty Expense Portion. See DSSR, section 242.4 at

http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, section 242.3 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 (http://aoprals.state.gov/content.asp?content_id=239&menu_id=81)). Provided for temporary quarters occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at http://aoprals.state.gov/content.asp?content_id=145&menu_id=81.

B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS.
- b. For travel and transportation allowances to the first PDS to be provided, the selected individual must agree, in writing, to remain in GOV'T service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any GOV'T funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See par. C5550-E regarding agreement requirements for appointments to an OCONUS position.
- e. See par. C5570-C and APP Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
 - (1) An individual who is employed with the Federal GOV'T for the first time,
 - (2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and
 - (3) An employee returning to the GOV'T after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or
 - (4) A student trainee assigned to the GOV'T upon completion of college.
- c. Is *not* an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.

3. DOD Component Responsibility. *Each DOD Component must ensure that a new appointee is informed of benefits availability and limitations.*

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Ch 7, Part D provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at GOV'T expense is authorized/approved by the hiring DOD Component. Not all of the listed items are applicable in each situation covered by this Part.

*a. Travel and transportation, including per diem, for the appointee/student trainee. See par. C5060-E2.

NOTE: AEA in Ch 4, Part M, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part C.

c. MALT if a POC is used. See par. C5050.

d. HHG transportation and SIT. See Ch 5, Part D.

e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part D.

f. Mobile home transportation. See Ch 5, Part F.

g. POV shipment when authorized by the DOD Component. See Ch 5, Part E.

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

d. MEA (Ch 5, Part G); ***NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expense (Ch 5, Part P);

- f. Lease-breaking expense (except as in par. C1004-C4); and
- g. Relocation service (Ch 5, Part Q).

7. Alternate Origin and/or Destination

- a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
- b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
- c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 1, Part C.

C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

- 1. General. An involuntary transfer due to a RIF/transfer of function is in the GOV'T's interest (FTR §302-3.205). PCS allowances are authorized.
- 2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.
- 3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:
 - a. In the Federal GOV'T,
 - b. Within 1 year of the separation date,
 - c. Under a non-temporary appointment, and
 - d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. The par. C5080 PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in GOV'T service for 12months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C5550-E for agreement requirements when a transfer is to an OCONUS position.

- 5. Employee Transferring to the U.S. Postal Service. The par. U5080 allowances may also be authorized for a DOD employee (5 USC §5735) who:
 - a. Is scheduled for separation from DOD, other than for cause;
 - b. Is selected for appointment to a continuing position with the U.S. Postal Service; and

c. Accepts the appointment.

6. Travel Authorization/Order Issuance. Travel authorization/order issuance is covered in APP I.

7. Funding. For funding of allowances authorized under par. C5080, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS travel authorization/order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the GOV'T's interest from the restoration place to a place where a suitable DOD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expense

a. Ch 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

(1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

(2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

(1) The MEA (see Ch 5, Part G),

(2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (see Ch 5, Part P),

(3) A HHT, but only if authorized in the travel authorization/order, under Ch 5, Part M, and

(4) TQSE, but only if authorized in the travel authorization/order under Ch 5, Part H.

d. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

(1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

(2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

(3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authorization in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. See JFTR, Ch 7, Part G, for travel and transportation allowances when a Reserve Component member (including a dual status technician) or retired member is called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until

transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authority for the first transfer has not expired.

b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

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

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

NOTE: The restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DOD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

- a. In the GOV'T's interest (responding to a vacancy announcement is not 'at the employee's request'),
- b. To a new PDS that is at least 50 miles from the old PDS, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
 - (1) Residence at the time of PCS notification and the old and new PDSs, and
 - (2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). For exceptions see par. C5080-F2.

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the GOV'T's interest, ***and without the move***:

- a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or
- b. There is a commuting time increase to the new PDS; or
- c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in a travel authorization/order must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***
- d. See Ch 5, Part N for reimbursement of additional tax incurred by an employee on PCS allowance

reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

- a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of par. C5080) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.
- b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DOD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.
- c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

- 1. A service agreement providing for return travel and transportation allowances; and
- 2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
- 3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. C5090 for specific regulations concerning a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/ use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
 - d. *If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the approved delay period, the employee loses the allowances.*

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Ch 5, Parts C and D).
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and

2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DOD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

- a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DOD Component, when PCS allowances are authorized by the gaining DOD Component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

- b. PCS Allowances Related to the New PDS

- (1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DOD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

- (2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

- (3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. C5550-B.

- (4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

- (a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Dayton, OH. The gaining DOD Component, at its expense, may authorize:

- 1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;

- 2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

- 3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

- (b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DOD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Denver, CO. The gaining DOD Component, at its expense, may authorize:

- 1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;
- 2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and
- 3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DOD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the GOV'T's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:

- a. Senior Executive Service (SES) positions; and
- b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This Part does not apply to an SES employee who is a:

- a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
- b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
- c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

- a. Satisfied the eligibility criteria in par. C5090-B; and
- b. Dies in GOV'T service;
- c. Died after separating from GOV'T service but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, but only after the employee has actually separated from Federal service. ***Any expenses incurred prior to actual separation are not reimbursable.*** See GSBICA 16328-RELO, 12 April 2004. The employee must have:

1. Was geographically transferred/reassigned in the GOV'T's interest and at GOV'T expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

- a. One SES career appointment to another; or
- b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or
- c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At transfer/reassignment time was:

- a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
- b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
- c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in GOV'T service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and

4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DOD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the DOD Component head, travel and transportation expenses are paid for an eligible employee. See par. C5090-A. Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
2. Transportation expenses under par. C5100, but not per diem, for the employee's dependent;
3. MALT under par. C5050 if travel is performed by POC; and
4. HHG transportation and storage in transit (see Ch 5, Part D) NTE 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. per diem for the employee's family,
2. TQSE,
3. MEA,
4. residence sale and purchase expenses,
5. lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the GOV'T would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F are met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through GOV'T-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement must not exceed the policy-constructed airfare (see APP A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the GOV'T-arranged move cost if that is the directed transportation method).

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SECTION C4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station

1. General

- a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.
- b. *The prohibition on paying per diem for travel of 12 or fewer hours applies.*
- c. If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDSs.
- d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.
- e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the:

- a. Maximum per diem rate for the spouse is three-fourths of the employee's rate. See par. C4553.
- b. Minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently

- a. Different Travel Dates. When an employee and spouse travel independently of each other, the
 - (1) Maximum per diem rate for the spouse is the same as the employee's had they traveled together.
 - (2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse's travel.
- b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse

- a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:
 - (1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and
 - (2) One-half of the employee's per diem rate for a dependent under age 12.
- b. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to GOV'T-Procured Air Transportation Cost. When a dependent's transportation cost is limited to GOV'T-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the GOV'T-procured air transportation.

Part C: Dep T&T Alws/Section 4: Dependent Per Diem Rates

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to spouse traveling independently:

Dependent PCS Travel		
<p>*NOTE: See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-E3 for the current Standard CONUS per diem rate.</p>		
<p>A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse elected to travel by privately owned-automobile, accompanied by the couple's 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).</p>		
<p>The official distance traveled was 2,826 miles. The employee may be paid per diem for up to 8 days based on 3050 miles per day. See par. C5060. The standard CONUS per diem rate is \$109 (\$70/ \$39).</p>		
<p>Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$567, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:</p>		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$109/day (Standard CONUS per diem rate) =		\$ 872.00
Day 1 (departure day)	75% of \$39 + \$58 (lodging) =	\$ 87.25
Day 2	\$39 =	\$ 39.00
Day 3 to 8	\$39/day x 6 days = \$234 + Lodging \$(57, 59, 58, 57, 56, and 59 = \$346)	\$ 580.00
Day 9	\$39 + \$0 (lodging) =	\$ 39.00
Day 10 (arrival day)	75% x \$39 =	\$ 29.25
Employee's (Spouse) per diem authorization =		\$ 774.50
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (\$774.50) =		\$ 387.25
Total amount payable to employee =		\$1,161.75
<p>Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.</p>		
<p>*The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$109 (\$70/ \$39) prescribed in http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-E3.</p>		
<p>Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus \$58 lodging cost for a total of \$87.25.</p>		
<p>Day 2, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.</p>		
<p>Day 3 to 8, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$346) NTE \$70/day times 6 days for a total of \$654.</p>		
<p>Day 9, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) for a total of \$39.</p>		
<p>Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) for a total of \$29.25.</p>		
<p>The per diem for actual travel by the spouse is \$774.50. Since the per diem for actual travel does not exceed the maximum allowable (\$872.00) for 8 days travel time, the employee is authorized the full amount (\$774.50) for the actual travel time and authorization for the dependent child (under age 12) is ½ of the \$774.50 due the employee.</p>		

Part C: Dep T&T Alws/Section 4: Dependent Per Diem Rates

C. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.
3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. Authorized transportation to/from an employee's training location IAW par. C4500 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Ch 5, Part M to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4553.
2. Employee and Spouse Travel Together. When the employee and spouse travel together IAW Ch 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed using par. C4553.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.*

E. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Ch 6.F. Student Dependent Travel to Attend School. When a student dependent, in a foreign area, travels to/from school using par. C5120:

1. Per diem is authorized for required travel time by the authorized transportation mode IAW par. C4553-D,
2. The maximum per diem rates in par. C5125-A do not apply to travel to/from school, and
3. Prohibitions in par. C4552-F are applicable.

G. Travel by Commercial Ship. Per diem is not authorized 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.**C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, dependent travel per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (Hawai'i) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and PCS mileage while en route.

SECTION 1: GENERAL

C5350 PURPOSE

TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is available to document TQSE expenses for reimbursement.

C5352 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and
2. TQSE(F). Fixed amount payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1004 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE Authorization. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved. See par. C5364-B2.*
3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(F).
4. Denied Reimbursement. The AO may deny reimbursement of any claimed TQSE lodging or meals expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses. See DODFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. C1305. See GSBICA decisions: 15583-RELO, 14 August 2001, 15818-RELO, 20 May 2002, and 16076-RELO, 27 August 2003.
5. TQSE Method Change
 - a. Before the Travel Authorization/Order is Executed. Changes to the TQSE payment method *before any part of the travel authorization/order (including the HHT) has been executed* is determined at the discretion of the AO after a request by the employee.
 - b. After the Travel Authorization/Order is Executed. Once the employee selects a TQSE method, the selection may not be changed *if the travel authorization/order (including the HHT) has been executed*. See par. C5352-D5c below for an exception based on clerical error.
 - c. Travel Authorization/Order Error. IAW GSBICA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel authorization/order has been executed if a clerical error

was made on the travel authorization/order. GSBCA 16793-RELO states, "As DOD points out in its submission to us, as a general rule, an agency may not retroactively change a travel authorization/order. An exception to this rule exists, however, if there is an error on the face of a travel authorization/order or if all the facts and circumstances surrounding the issuance of an authorization/order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the authorization/order, GSBCA 16437-RELO, 22 Sep 2004.

C5354 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:
 - a. Remains occupied by the present tenant,
 - b. Requires repairs/alternations that have not been completed, or
 - c. Is under construction. ***NOTE: An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel authorization/order. Further, TQSE authorization for an employee beyond that needed to seek an available private sector residence is inappropriate simply because the employee chooses to have a house built if there is an existing inventory of affordable housing. Also see par. C5364-B2a(2).***
2. The AO may determine that temporary lodging initially occupied that eventually become an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
 - a. Lease duration,
 - b. HHG movement into the lodging,
 - c. Lodging type,
 - d. Expressions of intent,
 - e. Attempts to secure permanent private sector housing, and
 - f. Time length the employee occupied the lodging.

NOTE: See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

C5356 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;
2. A PCS is authorized and the ***new*** PDS is located in CONUS or in a non-foreign OCONUS area. ***The old PDS may be anywhere in the world.;***

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as in par. C1057.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
 - a. Are unique to the individual employee and/or dependents,
 - b. Are reasonably related to the transfer,
 - c. Have been adequately reviewed, and
 - d. Justify TQSE payment (FTR §302-6.9).
2. Vacations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4505-B3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

C5358 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see JFTR, Ch 9, Part C) and TLE (see JFTR, Ch 5, Part H) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA 798-RELO, 7 November 2007.

*3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless an agency determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA 1214-RELO, 6 November 2008.

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part O.

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

NOTE: *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and APP Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the GOV'T as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written service agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.
3. DOD Component regulations must prescribe criteria and guidelines to determine the need for RAT.

4. The DOD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. *An employee must be advised in writing of this limitation.*

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT. See par. C5506. *See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.* See par. C5530 for per diem.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: *Delay may not be imposed on a DODEA teacher.*

1. General
 - a. RAT at GOV'T expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
 - b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
 - c. RAT ordinarily is performed between OCONUS tours of duty. See par. C5572-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.
2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if
 - a. The employee is engaged on a project that is scheduled for completion within a reasonable time.

- b. There is a temporary personnel shortage, or
- c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned. See par. C5570-C1. In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- b. 12 months.

4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C5570-C1e.

5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with dependents. A dependent may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers. See par. C5542.

C5521 RAT NON-CUMULATIVE

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement (35 Comp. Gen. 101 (1955)). ***RAT authorization is not cumulative from one period of service to another if not used.***

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

C5527 HHG SIT

See par. C5190 for up to 90 days of HHG storage in transit.

C5530 PER DIEM

A. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. *No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.* However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route *directly* between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation allowances.

NOTE: *AEA in JTR, Ch 4, Part M, or APP O, par. T4040-A1d, may not be authorized/approved for RAT/PCS travel.*

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to RAT:

Renewal Agreement Travel			
*NOTE: See http://perdiem.hqda.pentagon.mil-bin/pd-rates/cpdrates.pl or par. C5060-E3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
*3. The employee is authorized per diem since actual time exceeds 12 hours. See. C5060-H1a(2).			
4. Maximum per diem rate at time of travel \$109 (\$70/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$39 (M&IE) =	\$29.25
	9/2- 9/30	No per diem	0.00
	10/1 – 10/2	75% x \$39 (&IE) =	\$29.25
Total Reimbursement			\$58.50
*6. Par. C5060-H1a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
*7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem. See par. C5060-H1c(2).			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DOD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DOD Education Activity. See par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:

- a. A CONUS/non-foreign OCONUS location, or
- b. The country of the employee's actual residence.

2. Either destination listed above is an official travel destination.

*3. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for any excess cost.*

*4. The policy-constructed airfare (see APP A) is to be used for constructed cost purposes (see APP P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

1. Example 1

Example 1	
*Employee's PDS is in Germany and the actual residence is Ames, IA. There is no city-pair airfare between Germany and Ames, IA.	
*The policy-constructed airfare (see APP A) between Germany and Ames (incorporating some city-pair airfare connections):	\$1,200
Employee desires to utilize RAT to Boston, MA.	
*City-pair airfare to/from Boston:	\$1,400
*Least expensive policy-constructed airfare to/from Boston:	*\$1,600
*Since transportation to/from Boston, MA, is more expensive than transportation to/from Ames, IA, no city-pair airfare may be used to/from Boston.	
*The employee's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

2. Example 2

Example 2	
*Employee's PDS is Germany and the actual residence is Washington, DC.	
*Round trip city-pair airfare trip cost:	\$980
*Employee desires to utilize RAT to/from St. Louis, MO.	
*Round trip city-pair airfare to/from St. Louis:	\$840
*Since transportation to/from St. Louis, MO, is less expensive than the transportation to/from the actual residence in Washington, DC, the employee is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to the actual residence.	

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

- 1. Does not meet the conditions in par. C5542,

2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization/order,
2. Omitted from the travel authorization/order may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage. See par. C2305. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization/order that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for an unaccompanied dependent's travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*

E. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

C5542 DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

- a. A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

d. The exceptions in par. C4164-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

a. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

3. Attendance at an Accredited College/University

a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (1) Under an agreement to attend an accredited college/university,
- (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
- (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- (4) Attending courses that are required for continued certification in the teacher's home State.

b. The renewal agreement is signed before leaving the OCONUS area.

c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

d. When a teacher travels at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:

- (1) Course(s) completion, or
- (2) Reasons for not completing the course(s),

the teacher becomes financially responsible for previously GOV'T-paid travel costs.

e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
 - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
 - (2) Evidence that the course of study is not feasible through other means,
 - (3) Proof/acceptance of the course of study, and
 - (4) Information regarding successful course completion.

5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. See personnel regulations regarding pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years. See par. C5195-C.

1. Conditions. See par. C5195-C for HHG storage between school years.
2. In Addition to Storage in Transit (SIT). Authority for storage between school years (see par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.
3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*
4. Administrative Arrangements
 - a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
 - b. The transportation officer is responsible for storage arrangements.
 - c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.
6. Consecutive School Terms in Different Locations
 - a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
 - b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
 - c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

C5545 DEPENDENT TRANSPORTATION

A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.
2. Subject to the conditions in Ch 5, Part K, the dependent transportation costs must not exceed the GOV'T's cost for transportation to the employee's authorized destination.
3. In these cases, dependent transportation may be as provided in par. C5545.

B. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or
2. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. A dependent:

1. At the OCONUS PDS may:
 - a. Accompany the employee, and/or
 - b. Travel before/after the employee ***but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.***
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
5. ***May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).***

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remained at the old OCONUS PDS is authorized to travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When the employee:

1. And dependents travel to the actual residence for leave before beginning a new OCONUS tour, and
2. performs TDY or attends a training course after the leave but before returning to the OCONUS PDS,

the dependents may return to the OCONUS PDS after the leave.

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PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700 GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). *The long-term temporary assignment location becomes the employee's temporary official station* (FTR §302-3.411).

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
2. The assignment is not less than 6 months nor more than 30 months;
3. TDY travel and per diem otherwise are payable; and
4. The AO determines TCS is more advantageous than TDY. See par. C5710.

NOTE: *A service agreement is not required for a TCS move.*

B. Employee (FTR §302-3.403). Each employee is eligible for a TCS except a/an:

1. New appointee;
- *2. Employee's travel and transportation expenses (see par. C5060-E2 for per diem);
3. Individual serving without pay or at \$1 a year;
4. Employee assigned under the GOV'T Employees Training Act (5 USC §4109) (see par. C4500); or
5. Employee assigned to/from a State or local GOV'T under the Inter-Governmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. See par. C5705-A for eligibility.

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Consideration (FTR §302-3.421)

1. According to available information from the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities about potential income taxes incurred incident to an extended TDY assignment exceeding one year at one location.
2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a RIT allowance.
3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an

employee.

C. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. The financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances should be considered.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from GOV'T service*, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location*. An employee is authorized:

1. MALT if a POC is used (see par. C5050);
2. Employee's travel and transportation expenses (see par. C5060-D2 for per diem);
3. Transportation and dependent' per diem (see Ch 5, Part C);
4. HHG transportation, storage-in transit, (see Ch 5, Part D);
5. MEA (see Ch 5, Part G);
6. Mobile home transportation instead of HHG transportation (see Ch 5, Part F);
7. POV(s) transportation (see Ch 5, Part E); and
8. RIT allowance (see Ch 5, Part N).

NOTE: *AEA (see Ch 4, Part M) may not be authorized/approved for a TCS*

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Ch 5, Part M);

2. TQSE while occupying temporary lodging (see Ch 5, Part H);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Ch 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and
4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. See Ch 5, Part Q. (FTR §302-3.418, §302-3.19, §302-3.420).

NOTE: PM service may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependent (see Ch 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (see Ch 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary lodging (see Ch 5, Part H) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (see Ch 5, Part P);
5. Residence-related relocation service expenses (see Ch 5, Part Q);
6. Property management expenses (see Ch 5, Part Q);
7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);
8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part E (for a CONUS to CONUS

TCS being converted to a PCS); and

9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOV'T SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from GOV'T service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from GOV'T service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from GOV'T service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (see par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

CHAPTER 7

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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.

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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 Destination 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 destination 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 Destination

*1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination 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. *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 destination and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate destination and return, city-pair airfares may not be used for travel to an alternate destination.

PART N: FEML

C7700 FEML TRANSPORTATION

A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>. See page 20 -- not 6.16 SR&R on page 18. This policy is being used as the policy for FEML for DOD civilian employees.

B. Eligibility

1. Employee. An employee is eligible for FEML if stationed at an authorized FEML PDS (see APP S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more.

NOTE: When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.

2. Dependent. A dependent is eligible for FEML if the:

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependent resides with the employee at the FEML PDS.

NOTE 1: A dependent may travel independently of the employee and may travel even if the employee does not.

NOTE 2: Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T-funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips an eligible employee/dependent may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months	2
(1) Tour <i>extended</i> for any length of time	0 additional

b. ***No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.***

c. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour. See par. C7700-H if the employee does not complete the FEML tour length.

2. Time Limitation. FEML travel by an employee/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by an employee/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-

month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. FEML travel by an eligible employee/dependent must be performed prior to the FEML tour completion per CBCA 1067-TRAV, 26 June 2008. **NOTE: A major command is ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.**

3. FEML May Be Combined with Other Travel. FEML may be taken ICW any other funded leave transportation program or official travel.

D. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations in in.

1. FEML Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7700-D5.

2. FEML Destination. The authorized FEML destination, determined IAW DODI 1327.6, is listed in APP S.

*3. Alternate Destination(s). An employee may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of Gov't-provided transportation to the authorized destination. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares **may** be available for use. **If the employee travels to more expensive alternate destination(s), city-pair airfares are not authorized to any of the alternate destination(s).**

*4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

*a. Example 1

*Example 1	
An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Bahrain and Frankfurt, Germany.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The employee desires to utilize FEML to Boston, MA.	
Round trip city-pair airfare to/from Boston:	\$1,400
Round trip policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city-pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

*Example 2	
An employee's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair airfare to/from Miami:	\$980
The employee desires to utilize FEML to St. Louis, MO.	
City-pair airfare to/from St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from the Miami, FL, the traveler is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to Miami.	

5. Location Designation/Recertification

a. Designating Authority. DUSD (MPP) is the designating authority for FEML locations/destinations.

b. Designation/Recertification Requests. Designation/recertification requests must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

E. Transportation

1. Employee/Dependent. The employee and dependent may travel together or independently.
2. Restrictions. An employee/dependent taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages to and from the authorized destination.

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

3. Procurement. Commercial air transportation must be IAW par. C2203.
4. Reimbursement
 - a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. *See par. C2192, and Chapter 2, Part C.*
 - b. Reimbursement must not exceed the GOV'T-procured transportation cost between an employee's duty station and the authorized destination, plus the cost of ground transportation as noted in par. C7700-E4a, as determined in par. C7750-C2.
5. Transportation Funded by a Host GOV'T. If an employee/dependent(s) receives transportation funded by a host GOV'T that is comparable to FEML, they are not eligible for an FEML trip.

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

G. Dual Allowances. An employee or eligible family member may not receive dual allowances. Therefore, if the spouse (or other family member) of an employee, serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. GOV'T agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable allowances.

Ex: Employee-married-to-employee (or member) couple with two children. The employee and member (or both employees) are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the employee and other employee/member may take separate FEML trips and each of the children may accompany one of the parents, but not both. One FEML trip means one FEML trip.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C7700-C1 is not completed, unless the lack of completion is a result of:

1. Transfer for compassionate reasons,
2. Management-initiated transfer,
3. Involuntary separation through no fault of the employee, or
4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

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

J. Per Diem. *Per diem is not authorized for FEML.*

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

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 transportation to the authorized destination. Travel to and from the alternate destination is official travel, and therefore contract city-pair airfares 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 between Albania and Frankfurt, Germany. The round trip policy-constructed airfare (see APP A) between Albania and Frankfurt (incorporating some city-pair airfare connections) is:	\$1,200
*Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to/from Baltimore is:	\$1,000
*The employee desires to utilize R&R to/from Boston, MA. The city-pair airfare to/from Boston is:	\$1,400
*Policy-constructed airfare to/from Boston is:	\$1,600
*Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany or Baltimore, MD, no city-pair airfare may be used for any transportation to/from Boston.	
*Since transportation to/from Frankfurt is more expensive than transportation to/from Baltimore, the cost to/from Frankfurt is used for cost comparison.	
*The employee's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

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

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.

APPENDIX A

PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

1. First-/Premium-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding an establishment:

1. Owned by the Federal GOV'T;
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”. For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS post, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV’T. (GSBCA 16265-RELO, 19 December 2003)

AGENCY

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV’T-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See **TRAVEL-APPROVING/DIRECTING OFFICIAL.**

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee authorized to travel to/from a medical facility for required medical attention that is not available locally,
2. Takes care of and waits upon the employee patient in response to the patient’s needs,
3. May travel with the patient and attend to the patient’s needs at the destination medical facility, and
4. Is appointed by competent medical authority.

AUTHENTICATING OFFICIAL. See *AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)*.

AUTHORIZED.

1. The giving of permission before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler that are needed ICW official travel and immediately upon arrival at the point of assignment. Material belonging to the GOV'T may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

BAGGAGE, ACCOMPANIED. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

BAGGAGE, UNACCOMPANIED. The part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage ICW permanent duty and RAT consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: ICW an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL AUTHORIZATION/ORDER. (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization/Order.) An authorization/order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. Also see *TRAVEL AUTHORIZATION*.

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

NOTE 2: A blanket travel TDY authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each such trip, must be issued.

NOTE 3: AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area. See par. C4606.

BREAK IN SERVICE. A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (5 CFR §300.703 (2004)).

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. (*See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*)

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. *NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

CAPACITY CONTROLLED CITY-PAIR AIRFARE. See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>. *These fares are not used in cost-construction.*

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

CITY-PAIR AIRFARE. See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. *NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.*

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the GOV'T to furnish Federal employees and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DOD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at dtod.sddc.army.mil.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. (Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>)

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DOD Inspector General
United States Court of Appeals for the Armed Forces

DOD FIELD ACTIVITIES:

American Forces Information Service
Defense Prisoner of War/Missing Personnel Office
Defense Technology Security Administration
DOD Counterintelligence Field Activity
DOD Education Activity
DOD Human Resources Activity
Office of Economic Adjustments
TRICARE Management Activity
Washington Headquarters Services

DEFENSE AGENCIES:

Defense Advanced Research Projects Agency
Defense Commissary Agency
Defense Contract Audit Agency
Defense Contract Management Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Intelligence Agency
Defense Legal Services Agency
Defense Logistics Agency
Defense Security Cooperation Agency
Defense Security Service
Defense Threat Reduction Agency
Missile Defense Agency
National Geospatial Intelligence Agency
National Geospatial Intelligence College
National Security Agency/Central Security Service
Pentagon Force Protection Agency

JOINT SERVICE SCHOOLS:

Joint Military Intelligence College
Defense Acquisition University

National Defense University
Joint Professional Military Education Colleges
Uniformed Services University of the Health Sciences

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children. See 50 Comp. Gen. 220 (1970); 66 id. 497 (1987).;

NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DOD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April, 2004).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 3: ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.

NOTE 4: With respect to emergency leave travel, see par. C7365-D.

NOTE 5: Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122-RELO, 16 March 1998.

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>

GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>

GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>

GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>

GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

1. The several departments and agencies of the Executive branch of the Federal GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DOD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a GOV'T dining facility/mess minus the operating cost. See definition of "GOV'T MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain,

urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE:** In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.*

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EFFECTIVE DATE OF SEPARATION. The date an employee is separated from Federal service.

EMERGENCY TRAVEL. See *TRAVEL, EMERGENCY*.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee between authorized locations, when:
 - a. Employee travel is authorized by competent authority, and
 - b. The employee is incapable of traveling alone, and
2. May be appointed by the employee's AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See *NON-TEMPORARY STORAGE*.

FAMILY. See *DEPENDENT*.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

1. The individual is subsisted in a GOV'T dining facility/mess or with an organization drawing field rations, and is provided GOV'T quarters or is quartered in accommodations normally associated with field exercises, or ***NOTE:** Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate).*

2. Students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each United States territory or possession, are separate geographical localities.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The GOV'T of the United States and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. Quarters (other than GOV'T or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of GOV'T dining facility/mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See APP O, par. T4040-A2b for information on "GOV'T dining facility/mess available.") by an employee includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

***GOVERNMENT MEAL RATE**

The daily rate (discount or standard) provided for meals in a GOV'T dining facility.

Effective 1 January 2009.

1. Discount GOV'T Meal Rate: \$9.25 per day
2. Standard GOV'T Meal Rate: \$10.80 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not Government quarters.

A. GOV'T Quarters. The following are GOV'T quarters:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. GOV'T;
2. Lodgings or other quarters obtained by GOV'T contract;

3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards. Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DOD component regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. See **GOVERNMENT TRAVEL CHARGE CARD.**

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. See **TRANSPORTATION REQUEST.**

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

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

HIGHEST CONUS M&IE RATE

\$51 Effective for travel by car ferry *on or after 1 January 2005*

\$64 Effective for travel by car ferry *on or after 1 October 2005*

HOUSEHOLD GOODS (HHG) (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in APP A) that legally may be accepted and transported by a commercial HHG carrier.

NOTE: See par. C5154-E for articles involving weight additives.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be

shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare parts for a POV (see the definition in APP A) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition (B-130583, 8 May 1957); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INDIVIDUALLY BILLED ACCOUNT (IBA). GOV'T-sponsored contractor-issued Individually Billed travel charge card Account" (GTCC). ***NOTE: Does not apply to any other form of personal credit card.***

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

OCONUS

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. *See AO.*

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including GOV'T quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging taxes (see NOTE 2 below)*. **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.*

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

NOTE 2: *The maximum amount allowed for lodging in CONUS and in a non-foreign OCONUS area does not include an amount for lodging tax. Tax on lodging in CONUS and in a non-foreign OCONUS area is a separately reimbursable travel expense. The maximum amount allowed for lodging in a foreign OCONUS area includes an amount for lodging tax. Tax on lodging in a foreign OCONUS area is not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for rates.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE:** *If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.*;
- c. Clothing laundry, dry-cleaning, and/or pressing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS - see NOTE 3 below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
- f. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- g. Tax and service charges on any of the expenses in items 2 through 3f.

NOTE 3: *The cost for clothing laundry, dry cleaning and pressing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for clothing laundry, dry cleaning and pressing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

PER DIEM, REDUCED. See *REDUCED PER DIEM*.

PER DIEM TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive orders, and decisions of the Comptroller General of the United States and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC 411 and 1001; DOD Directive 5154.29, 9 March 1993).

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called *OFFICIAL STATION*. The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or
2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The*

limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL (PDT). First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. See Chapter 5, Part A.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of a Reserve Component member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reserve Component member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. *See ACCOMMODATIONS, PUBLIC.*

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. *See "TERRITORIES AND POSSESSIONS OF THE UNITED STATES".*

POST OF DUTY. (*Also see PDS.*) An OCONUS PDS.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS**.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the GOV'T, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (*see NOTE 3 below*).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

NOTE 3:

*a. **CONUS.** A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.*

*b. **OCONUS.** A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization.*

PRIVATIZED HOUSING. Housing units on or near a military installation in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. *Privatized housing is not GOV'T quarters, nor is it GOV'T-controlled quarters, nor is it private sector housing.*

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)*

Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). Examples include:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
4. Communication equipment used by employees in association with the MARS (see DODD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign GOV'T for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard GOV'T meal rate and the meals portion of the applicable M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL (RAT). *See PERMANENT DUTY TRAVEL.* Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

RESERVE COMPONENT. The:

- A. Army National Guard of the United States;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the United States;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,
- C. Director, Administration & Management for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences,
 - 5. U.S. Court of Military Appeals, and
- D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT. See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

Part 1: Definitions

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a GOV'T dining facility including the operating cost. See definition of "GOV'T MEAL RATE" for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. C5190. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DOD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization/order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's quarters allowance. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. See *STORAGE IN TRANSIT*.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. (*Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. See Chapter 2 and APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. See Chapter 5, Part D for specific regulations governing PCS HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is IAW Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's financial responsibility.*

TRANSPORTATION REQUEST. A written request of the United States GOV'T (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term “travel” relates to movement of persons from place to place and includes authority to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

TRAVEL AUTHORIZATION. *(Also referred to as a travel order.)* A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

B. Limited Open. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See ***NOTE*** below for restrictions.

C. Repeat. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

D. Trip-by-trip. A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

NOTE: *Unlimited Open, Limited Open, and Repeat Travel Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.*

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

TRAVEL MANAGEMENT CENTER (TMC). See *(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely ICW business of the DOD or the GOV'T.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DOD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:*** *A travel request is subject to approval/disapproval by a travel-approving/directing official.*

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See *BAGGAGE, UNACCOMPANIED*.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

UPON SEPARATION FROM FEDERAL SERVICE. *All dates following the date an employee is separated from Federal Service.*

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. *See U.S.-CERTIFICATED AIR CARRIER.*

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a GOV'T dining facility/mess, and
- C. Where there are U.S. GOV'T operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

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APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

<u>Par.</u>	<u>Contents</u>
A.	General
B.	AEA Requests Not Exceeding 150%
C.	AEA Requests above 150% but Not Exceeding 300%
D.	Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers
E.	Travel with Certain Dignitaries

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APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment, determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

NOTE: *Do not send AEA requests up to 300% directly to the PDTATAC.*

B. AEA Requests Not Exceeding 150%. Authority to authorize/approve AEA requests not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DOD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Missile Defense Agency
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

g. Defense Information Systems Agency
Attn: MPS 4
PO Box 4502
Arlington, VA 22204-4502

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
The Regional Director at the Eastern, Northeastern, Central, Mid-Atlantic, and Western DCAA Region for assigned personnel and other DCAA personnel under command and control of the region.

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

r. Department of Defense Office of Inspector General
Attn: Travel Office
400 Army Navy Drive
Arlington, VA 22202-4704

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
Attn: Vice President for Finance and Administration
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army. 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 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 purview of the AASA. ***A commander/agency head may delegate AEA authority to the lowest practicable level, but not beyond the level of the AO.***

3. Navy

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/Commands or their designees.

5. Air Force

- a. Wing Commander or equivalent, *who may delegate no lower than the Group Commander* (lodging, meals, and incidentals) and AOs (lodging only);
- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);
- c. HQ USAF. AOs;
- d. Reserve Component:
 - (1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For Guard/Reserve Units – Wing commander or equivalent, *who may delegate no lower than the group commander* (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.7. National Oceanic and Atmospheric Administration Corps. AO.

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

9. Combatant Commands

- a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
- b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
- c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
- d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
- e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
- f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
- g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
- h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Avenue, Miami, FL 331721216; and
- i. United States European Command (USEUCOM), Attn: Comptroller, APO AE 09131, Patch Barracks.

10. Special Operation Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjfc.com.navy.mil;
- h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
- j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil; and
- k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Finance and Administration, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11th Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

c. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above;

(3) Air National Guard Bureau and Guard Units – ANG/FM, 1411 Jefferson Davis Highway, Arlington, VA 22202 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

This authority must not be further delegated.

3. Navy

a. Military Personnel: See par. B3 above for authorization/approval authority.

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

4. Special Operations Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
- f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
- h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOPCOM SOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;
- j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOPCOM CENTRAL MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and
- k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for an accompanying uniformed service member and traveler covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to par. D.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DOD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands
 Chairman/Vice Chairman, Joint Chiefs of Staff
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force
 Chief/Vice Chief of Naval Operations
 Commandant/Assistant Commandant, U.S. Marine Corps,
 Commandant/Vice Commandant, U.S. Coast Guard
 Director, NOAA Corps
 Surgeon General/Deputy Surgeon General, U.S. Public Health Service
 Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service
 Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements, AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries. See JFTR, par. U4250 and JTR, par. C4620 for AEA requests exceeding 300% of the maximum locality per diem allowance request. See 41 CFR §301-11.305 for civilian employee AEA limitation.

1. The U.S. President/Vice President, or member of either's family;
2. U.S. Congress member;
3. U.S. cabinet member;
4. Department Secretary, Deputy Secretary, Under Secretary, or Assistant Secretary;
5. Supreme Court Justice;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassador, Minister, and Consul to foreign countries;
9. U.S. Delegate to international conferences/meetings;
10. Very Important Person (VIP) as specified by the President/Vice President of the U.S.;
11. Candidate for the office of President and Vice President of the U.S. and either's family member, including the person elected to the office; and
12. Other U.S./foreign dignitary equivalent in rank to any of those mentioned above.

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 a member of Congress and/or Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chs 4. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD GOV'T employee who is working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this APP are found in par. T4070. *The provisions of this APP must not be supplemented.*

NOTE 1: See JFTR/JTR, APP E for Invitational Travel Authorizations.

NOTE 2: This APP is not used for evacuations.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow

the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are 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 GSBICA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16836.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 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 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 GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.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 GSBICA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBICA_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. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
<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/ & dining facility/mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV’T qtrs & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for 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 and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T 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 dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE.

In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR and JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private

vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this APP with “approve.”

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and

disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

T4075 ACTIVITIES AUTHORIZED TO USE APP O

NOTE: Use of APP O is mandatory for those locations at which DTS has been fielded. Until DTS is implemented at these site, use of APP O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.
2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	13 May 1996
	U.S. Army Forces Command, Ft. McPherson, GA	13 Aug 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	25 Jun 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	01 May 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	17 Jun 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	01 Oct 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	20 Jun 1996 31 Mar 1997
	PSA, Norfolk, VA	20 Jun 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	20 Jun 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	20 Jun 1996
	NPGS, Monterey, CA	20 Jun 1996
U.S. Marine Corps	Naval Undersea Warfare Center Div, Newport, RI	20 Jun 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	20 Jun 1996 31 Mar 1997
	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	02 May 1996
	Dover AFB, DE	23 Apr 1996
	Peterson AFB, CO	01 Mar 1997
	Randolph AFB, TX	15 Apr 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	05 Jun 1996
	Hill AFB, UT	24 Mar 1997
	Mountain Home AFB, UT	24 Mar 1997
	Niagara Falls Air Reserve Station, NY	24 Mar 1997
Washington Headquarters Services	Designated organizations	01 Apr 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	05 Jun 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (Discontinued)	01 May 1996 31 Mar 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	05 Jun 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	01 May 1996
National Security Agency (NSA) [2]	Fort Meade, MD	01 Mar 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	01 Jun 1996
Organization of the Joint Chiefs of Staff	Washington, DC	01 May 1996
Defense Information Systems Agency	Washington, DC	16 Jun 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	15 Jul 1997

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APPENDIX P

CITY-PAIR PROGRAM

PART I: CITY-PAIR PROGRAM

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| C. | <p>City-Pair Air Travel Accommodation FAQs</p> <ol style="list-style-type: none"> 1. Do I have to use the contract carrier if authorized to use premium-class travel (first or business-class)? 2. Can I upgrade to business-class seating to accommodate my disability at Government expense? 3. Can the air carrier be charged for premium seating and if so, is the charge reimbursable? 4. What happens to my changed airline ticket reservation? |
| D. | <p>City-Pair Airline Airfare FAQs</p> <ol style="list-style-type: none"> 1. How do I know if there is a contract airfare? 2. Can I combine two contract city-pair airfares to save money? 3. How can I know that my travel was ticketed using the GSA Airline City-Pair airfare rate? 4. How early is early to take advantage of the Government discount for normal airline city-pair airfares (_CA)? 5. Why does the Government have to pay the Airline Passenger Excise tax? Isn't the Government exempt from taxes? 6. How can the cost of a city-pair flight between two cities vary on the same airline but different flights? 7. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know the quoted airline prices are the Government rate? How do I know I am getting the Government rate for my airline reservations? |

- E. City-Pair Travel Allowance FAQs:**
 - 1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government?
 - 2. Can I use a contract city-pair airfare for personal travel and if so, in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing of the TDY prior to taking leave?
 - 3. What Government-sponsored leave programs qualify for contract city-pair airfares?

- F. GSA Points of Contact**

PART I: CITY-PAIR PROGRAM

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.cfm>. Following is an edited extract from that regulation.

A. Policy (DOD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City-Pairs" on the GSA website: <http://www.gsa.gov>.

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. *A GOV'T contractor is not authorized to use GSA city-pair airfares to perform travel under a contract.*

4. *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. A DOD recruit traveling from Military Entrance Processing Stations (MEPS).

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city-pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in

time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: *When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.*

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. See JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DOD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE:*** *This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GOV'T-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).*

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

7. Requirements that must be met to use a non-contract fare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order/authorization; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

NOTE: *Carrier preference is not a valid reason for using a non-contract airfare.*

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE:*** *foreign military personnel are not authorized to use GSA city-pair airfares.*

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

NOTE: *For civilian personnel, see JTR, par. C2001-A2c for policy regarding Rail or Bus service use.*

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

A. City-Pair Program FAQs

1. How does the program work?

- a. **First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the airfares stay favorable, we encourage each Federal traveler to stick to the contract carrier.
- b. **Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the airfares are so attractive, the airlines insist that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the city-pair program advantages?

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

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

GSA recognizes that a contractor often sits next to a Federal employee/uniformed member, works on the same projects as a Federal employee, and travels with a Federal employee. However, a contractor is not a Federal employee. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to a contractor. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA advises that the purchase of contract city-pair airfare tickets on behalf of a Government contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.*

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

An airline ticket purchased for a Government traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.

- b. The return portion of a round trip is not used.
- c. The travel actually furnished is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, or the CTO/TMC, or the airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket) or no refund will take place. The Government and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

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

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

B. City-Pair Program Policy FAQs

1. Who can use it?

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

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

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

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

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or

c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); or

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

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

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

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

(3) If the Government contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

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

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

4. How is Quality of Service Evaluated?

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

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

a. **Time and Type of Service:** This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. **Flight Time:** This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. **Number and Type of Flights:** This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. **Jet Service:** This factor gives preference to jets over propeller aircraft.

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

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

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

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

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

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

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

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

C. City-Pair Air Travel Accommodation FAQs

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

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

2. Can I upgrade to business-class seating to accommodate my disability at the Government expense?

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

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

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

4. What happens to my changed airline ticket reservation?

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

D. City-Pair Airline Airfare FAQs

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

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

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

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

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

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

- a. **YCA** = Guaranteed GSA coach/economy class city-pair airfare which is a highly discounted unrestricted airfare. ***NOTE: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a _CA airfare is available at a lesser price.***
- b. **_CA** = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the Government.

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

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

4. How early is early to take advantage of the Government discount for normal airfare city-pair airfares (_CA)?

The city-pair airfare program encourages a Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

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

The Federal Government is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax and the Federal Government is subject to it.

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

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

7. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the Government rate for my airline reservations?

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

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.
- b. The E-GOV Travel/DTS vendors can book reservations and shows either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

E. City-Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

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

2. Can I use a contract city-pair airfare for personal travel and if so, taken in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave?

The use of contract city-pair airfares (or other airfares limited to official Government business) is limited to official travel only. If personal travel is being taken in conjunction with official Government travel, the contract city-pair airfares (or other airfares limited to official Government business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official Government travel

cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY authorization/order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Government and traveler limitations are:

- a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way airfare is \$251.00 and round-trip is \$502.00.
- b. Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

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

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

3. What Government-sponsored leave programs qualify for contract city-pair airfares?

Contract city-pair airfare use MAY BE POSSIBLE for official Government-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

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

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

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

CONFERENCES

JFTR/JTR, APP R applies to Uniformed Members and DOD civilian employees (JFTR, par. U1000 and JTR, par. C1001-C). It is derived from the Federal Travel Regulation (FTR) and references are cited within APP R.

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- A. Authority
- B. Policy
- C. Scope and Coverage
- D. Definitions
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- I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
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PART II: CONFERENCE ATTENDANCE

- A. General
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PART I: CONFERENCE PLANNING POLICY (FTR §301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. (FTR §301-74) The public interest requires that the Uniformed Services and DOD agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services and agencies must select conference sites that minimize conference costs. When Service/DOD Agency representatives attend conferences sponsored by others, the Service/DOD Agency must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members and DOD civilian employees, this guidance applies to conference travel paid for persons invited to travel in support of GOV'T programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.***

2. Conference costs: All costs paid by the GOV'T for a conference, whether paid directly or reimbursed by a Uniformed Service or DOD Agency. See par. F. Examples include:

- a. Attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),
- b. Attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),
- c. Meeting room and audiovisual costs,
- d. Registration fees (with or without furnished meals other than refreshment/snacks),
- e. Speaker fees,
- f. Conference-related administrative fees, and
- g. Similar costs.

3. Conference lodging allowance: The lodging allowance that is up to 25 percent above the established geographical lodging portion of the per diem rate (rounded up to the next higher dollar). The per diem M&IE remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference, the Uniformed Service or DOD Agency (FTR §301-74.3) must:

1. Determine which conference expenditures provide the greatest GOV'T advantage by
 - a. Ensuring appropriate management oversight of the conference planning process,
 - b. Performing cost comparisons of the size, scope, and location,
 - c. Determining if a GOV'T facility is available at a lesser rate,

- d. Considering conference alternatives, e.g., teleconferencing,
 - e. Maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. Minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. Minimize the conference administrative costs,
 3. Minimize the attendees' travel costs,
 4. Minimize the attendees' time costs,
 5. Use GOV'T-owned or GOV'T provided facilities as much as possible,
 6. Identify ways to save costs in selecting a particular conference site (e.g., lower off-season rates), and
 7. Develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the GOV'T ICW conference arrangements.

F. Cost Considerations. When planning a conference, the Uniformed Service or DOD Agency should consider all direct and indirect conference costs paid by the GOV'T. Conference costs to be considered include:

1. Travel and per diem expenses,
2. Rent of rooms for official business,
3. Usage of audiovisual and other equipment,
4. Computer and telephone access fees,
5. Light refreshments for morning, afternoon, or evening breaks exclude alcoholic beverages and include: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. For DOD policy regarding the use of appropriated funds to purchase food; see DOD, Office Of General Counsel (Fiscal) memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events. Questions about the DOD policy should be referred to OSD General Counsel (Fiscal). ***NOTE: When a majority of the attendees (at least 51%) are in a travel status (see APP A), refreshments may be provided for all attendees (including local attendees);***
6. Printing,
7. Registration fees,
8. Ground transportation, and
9. Attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, Uniformed Services and DOD Agencies must do cost comparisons to ensure the greatest benefit to the GOV'T. Cost comparisons include:

1. Determination of lodging adequacy at the established per diem rate,
2. Overall convenience,

3. Fees,
4. Meeting space availability,
5. Equipment availability, e.g., audiovisual, fax,
6. Commuting or travel distance of most attendees, and
7. Other conference expenses.

H. Conference Site Selection (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) The Uniformed Service or DOD Agency concerned must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.

3. Conferences Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf

NOTE: This website is case sensitive.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a Uniformed Service or DOD Agency at a place of public accommodation must be authorized by an official designated through the Secretarial Process.
3. FEMA-approved accommodations must be used when sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S. where applicable. The official designated by the Secretarial Process for authorizing the sponsoring and/or funding of a conference can make a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a Uniformed Service or DOD Agency must include notice:

1. That attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in Part I, item I3, and
2. Of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the Uniformed Service or DOD Agency provides Federal funds.

K. Selection of Attendees. Uniformed Services and DOD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. Limit the Uniformed Service's or DOD Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. Provide for travel expense consideration when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. Is not an actual expense allowance,
2. May not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent (e.g., locality lodging rate \$100; maximum conference lodging rate can be \$125), and
3. May not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses (FTR, §301-74.8).
2. Non-government Sponsored Conference. The AO may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate (FTR, §301-74.9).

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Ch, 4, Part C, or JTR, Ch 4, Part M for actual expense authorization reimbursement procedures.

O. Conference M&IE Rate

1. Light Refreshments. When the GOV'T furnishes light refreshments at nominal or no cost to the attendee, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When the GOV'T furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DOD civilian employees for each day meals are furnished. See Part II, item I of this APP for PMR computation examples.

P. Guidance for Conference Planning: Refer to FTR, Chapter 301, APP E for conference planning guidance procedures, which is necessary to plan a successful conference. Website address is:
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-14863>.

PART II: CONFERENCE ATTENDANCE

A. General. A DOD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and further professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DOD Agency which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which a member's/DOD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part I.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
3. Purpose. A Uniformed member and/or a DOD civilian employee may attend conferences at GOV'T expense to:
 - a. Further Service or DOD Agency programs;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DOD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel Is Involved. Registration fees authorized in the travel authorization/order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165-2b). Information should be included on the travel authorization/order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel authorization/order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DOD Agency's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from FTR §301-74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted

registration fee as soon as a written authorization/order to attend the conference has been generated. When the authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. *If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.*

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at <http://www.gao.gov/decisions/appro/300826.htm>.

Decision

Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. Proportional Meal Rate (PMR) Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GOV'T meal rate. Please check JFTR or JTR, APP A, for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of \$39.00 and the Standard GMR of \$10.80 to compute the PMR amount.. The \$39.00 consists of \$36.00 for meals and \$3.00 for incidental expenses.

Disclaimer: The numbers in this example are for illustrative purposes only.

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

Step 1	Add the locality Meal rate and Standard GMR	$\$36.00 + \$10.80 = \$46.80$
Step 2	Divide step 1 total in half (rounded up to the dollar)	$\$46.80 \div 2 = \23.40 (Rounded to \$23.00)
Step 3	Add step 2 total to the CONUS incidental expense rate	$\$23.00 + \$3.00 = \$26.00$
Step 4	Proportional Meal and Incidental Expense Rate	\$26.00

NOTE: Per diem rates shown under the Rates & Allowances banner on the PDTATAC website contain pre-computed PMRs. The website is <http://perdiem.hqda.pentagon.mil/perdiem/>.

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS rate applies). Lodging is \$55/night and GMR is \$10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$26.00 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JTR, par. C4553-C2 and JFTR, par. U4147).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
<u>Date</u>	<u>Computation</u>	<u>Total</u>
Day 1	$(\$39 \text{ (M\&IE)} \times 75 \%) = \$29.25 + \$55 =$	\$ 84.25
Day 2	$\$26 \text{ (PMR)} + \$55 =$	81.00
Day 3	$\$39 \times 75\% =$	29.25
TOTAL		\$ 194.50

APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

<u>Table</u>	<u>Contents</u>
I.	Traveler Identification
II.	Commercial Transportation Information
III.	Travel Expense Information
IV.	Accounting and Certification

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APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

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

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

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

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

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. See JFTR, par. U7300 (uniformed member) and JTR, par. C7750 (DOD civilian employee) for regulations concerning Funded Rest and Recuperative (R&R) Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DOD Executive Agent for the USCENTCOM Rest and Recuperation Leave Program may combine R&R leave transportation with other official travel as 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.

D. R&R Locations/Destinations. The following are authorized Rest and Recuperation (R&R) locations/destinations *for a Uniformed Services member and for a DOD civilian employee*:

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Bahrain 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Cuba, Joint Task Force–GITMO <i>only</i>	Southern	None	NAS Jacksonville NAS Norfolk	30 Nov 2008
Djibouti 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Iraq 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, MD	31 Dec 2002
Jordan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Oman 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Pakistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Qatar 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Saudi Arabia 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Serbia	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Slovenia	European	Frankfurt, Germany	Baltimore, MD	31 Mar 2002
Somalia	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Syria	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Tajikistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
United Arab Emirates 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Uzbekistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Yemen 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD (P&R) memo dated 21 June 2004, as of that date, ***a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (see APP A) (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to a civilian employee.***