

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 522**

Alexandria, VA

1 April 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 April 2009 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 123-08; 2-09(I); 4-09(I) through 6-09(I); 8-09(I) through 13-09(I); 15-08(I); and 16-09(I).

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

This cover page replaces the Change 521 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 522:

C1051-B. Updates link to DOD 1330.17R.

C2198-D. Updates the local and TDY mileage rates from \$0.585 to \$0.55 per mile.

C2500-A. Changes the local and TDY POC, airplane, and motorcycle mileage rates. The rate decreases for a car from \$0.585 to \$0.55 per mile, an airplane \$1.26 to \$1.24, and a motorcycle \$0.585 to \$0.52. These changes are effective 1 January 2009 and made IAW GSA's Federal Travel Regulation amendment 2009-01 (Federal Register (Vol. 74, No. 10, pages 2397-2398)) dated 15 January 2009.

C4562-D. Update par. C4562-D to allow per diem for Interview Travel as Par. C7165-A2 does. Par. C4562-D erroneously reverted to prior language.

C4677-B. Updates the local and TDY mileage rates from \$0.585 to \$0.55 per mile.

C4979-C. Updates JTR, par. C4979-C removing the prohibition that travel and transportation is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee. This language was overruled in Comp Gen Decision B-233607, dated 26 October 1989. Based on that decision and guidance issued by OPM, language was incorporated into APP E, Part I, C5. Decision number will be added for further clarification.

C5065-B, C, & D. Updates the MALT rate computation examples to reflect the change from \$.27 to \$.24 per mile.

C5080-B1e, C5450-A, C5503, and C5570-C1. Designates APP Q Parts (Parts III and IV).

C5770-AE. Adds updated CBCA decisions to JTR, par. C5770-AE reemphasizing that reimbursement for certain expenses incurred ICW the sale of a residence is conditioned upon the residence that the employee commutes to and from work on a daily basis.

C7751. Continues benefits, allowances, and gratuities for employees on official duty in designated combat zones Iraq and Afghanistan. Previous authorization under section 1603 of P.L. 109-234 expired at the end of FY 2008 and was amended by Section 1102 of P.L. 110-417 to continue the same benefits, allowances, and gratuities through the end of FY 2011.

APP A1. Provides the authority that the Secretary concerned may authorize an additional weight allowance up to 500 pounds for professional books, papers and equipment (PBP&E) that belong to the member's spouse when on a Permanent Change of Station in accordance with the National Defense Authorization Bill Fiscal Year 2009, Section 621, Special Weight Allowance for Transportation of Professional Books and Equipment for Spouses.

APP A2. Adds the word "quarters" to JFTR/JTR, Appendix A, Part II.

APP E1-C5a. Updates JTR, par. C4979-C removing the prohibition that travel and transportation is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee. This language was overruled in Comp Gen Decision B-233607, dated 26 October 1989. Based on that decision and guidance issued by OPM, language was incorporated into APP E, Part I, C5. Decision number will be added for further clarification.

APP E2. Updates the local and TDY mileage rates from \$0.585 to \$0.55 per mile.

APP I, Part III, pars. E2b(3) and E4a(13). States that the number of TQSE(AE) days authorized on the orders are reduced by the number of HHT days authorized/used.

Appendix Q1-D. Updates accompaniment for OCONUS Tours for Bosnia-Herzegovina, Liberia, and Yemen.

APP Q3. Updates JFTR/JTR, APP Q, Part III, footnote 7, removing language indicating that an employee who elects to return dependents to CONUS based on security conditions detrimental to the wellbeing of the family may serve an unaccompanied 12 month tour. Employee unaccompanied tour length for Bahrain remains at 18 months. Also, designates APP Q Parts (Parts III and IV) and updates accompaniment for OCONUS Tours for Bosnia-Herzegovina, Liberia, and Yemen.

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 for 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 QTRS,
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, dated 8 October 2008, Subject: Armed Services Commissary Operations at <http://www.dtic.mil/whs/directives/corres/pdf/133017p.pdf>, 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/pdf/134225p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/134225p.pdf)) "*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/10001p.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 QTRS USE/AVAILABILITY

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

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

1. When TDY/delay is at other than a U.S. Installation;
2. When an AO determines GOV'T QTRS 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 QTRS 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 serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving 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 serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving 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.

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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 the current MALT rate. 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

<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>Distance</u>
1 Jun	Residence	1st Stopover	\$115 (\$76/ \$39)	\$35	400
2 Jun	En Route	2nd 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	\$35 (1 st stopover lodging cost) + (75% x \$39) =	\$64.25
Day 2	\$39 + \$39 (2 nd stopover MI&E rate and lodging cost) =	\$78.00
Day 3	\$40 + \$39 (Arrive TDY location) =	\$79.00

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

Day 4	\$71 (Depart TDY location. 3rd stopover lodging cost) + \$39 =	\$110.00
Day 5	\$70 (4th stopover M&IE rate and lodging cost) + \$39 =	\$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 \$0.55/mile =	*\$825.00
	Round-trip tolls	\$12.00

Actual Travel Cost by POC Total

***\$1,306.50**

COMMON CARRIER CONSTRUCTED COST

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

Day 1	\$40 (lodging cost) + (75% x \$39) =	\$69.25
Day 2	75% x \$39	\$29.25

Transportation Costs	1 round-trip air coach ticket (including GOV'T-paid federal tax)	\$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 \$1,456.50 (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	\$60 + (75% x \$39) (1 st stopover MI&E rate and lodging cost) =		\$89.25
Day 2	\$50 + \$39 (2 nd stopover MI&E rate and lodging cost) =		\$89.00
Day 3	\$65 + \$39 (Arrive TDY location) =		\$104.00
Per Diem for Travel from Location A (residence) to Location B (TDY) =			\$282.25
Day 4	\$60 + \$39 (Depart TDY location 3rd stopover lodging cost) =		\$99.00
Day 5	\$60 + \$39 (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) =			\$227.25
*Transportation Cost	*Round-trip TDY mileage – 1,700 miles x \$0.55/mile =		*\$935.00
	Round-trip tolls =		\$12.00
*Actual Travel Cost by POC Total			*\$1,456.50

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 GOV'T-paid federal tax)		\$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 & 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	*\$1.24	*1 Jan 2009	1
Automobile (if no GOV is available)	*\$0.55	*1 Jan 2009	1
Motorcycle	*\$0.52	*1 Jan 2009	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 January 2009.*

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 km x .62 miles/km = 52 miles.

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 QTRS 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 QTRS, 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 Governmentwide 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 QTRS at the old PDS and lodged in temporary QTRS 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 QTRS 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 QTRS 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

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

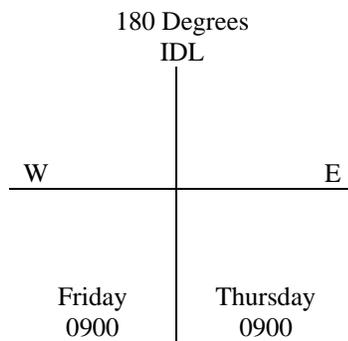
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's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

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

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

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

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



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

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

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>,
- (2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a GOV'T 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 QTRS 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 QTRS 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 QTRS 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 QTRS. A fee or service charge paid for GOV'T QTRS 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 QTRS involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.txt>).

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

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

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

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

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for QTRS. 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 QTRS, 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 QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/ approved reimbursement for those QTRS 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 QTRS 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 QTRS AVAILABLE AT AN OCONUS LOCATION

When GOV'T QTRS 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 QTRS use charge, the per diem payable is increased in an amount equivalent to the charge for QTRS. ***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 QTRS 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 QTRS ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily QTRS cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS 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 facility/mess 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 QTRS 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 QTRS 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. Most individuals performing invitational travel (see APP E), are authorized per diem/AEA. See pars. C4553 and C4600.

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 QTRS 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 QTRS, 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 QTRS 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 QTRS) + \$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 QTRS) + \$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			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (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				
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 QTRS 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:				
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 QTRS.	Arrived at TDY location (on U.S. INSTALLATION - GOV'T QTRS available) on same day as departed PDS. Traveler elected not to occupy available GOV'T QTRS.	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 QTRS 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.

(2) Whole Days of Travel in CONUS

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. INSTALLATION) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	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 QTRS.	Each whole day at a CONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than GOV'T 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 QTRS. (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 QTRS. (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 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 QTRS.	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 QTRS.	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	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 QTRS (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 QTRS (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. ^{5/8/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than GOV'T 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/ 6/8/}

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 QTRS 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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PART N: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATION/ORDER

A. Authorized Return. The AO must state in the travel authorization/order if a traveler is:

1. Required to return to the PDS on non-workdays at GOV'T expense, or
2. Authorized to return to the PDS at GOV'T expense during extended TDY.

B. Voluntary Return. Specific authority is not required in the travel authorization/order to allow a traveler to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

A. General. When the TDY assignment does not require a traveler to remain at the TDY site on non-workdays (including holidays), the AO may require a traveler to return to the PDS for non-workdays provided the conditions in C4676-B are met.

B. Required Return Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non-workdays:

1. The expense for round-trip transportation and per diem allowance/AEA en route is less than the per diem allowance/AEA that would have been paid if the traveler remained at the TDY point, and
2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and
3. The travel authorization/order states the traveler must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

A. General

1. A TDY traveler may voluntarily return to the PDS/place from which the traveler commutes daily to the PDS on non-workdays/workdays after the close of business.
2. The maximum reimbursement allowable for round-trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location.
3. The traveler must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

1. Example 1

Example 1		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 		
‘Lodgings-Plus’ Per Diem Computation		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS
The traveler's daily TDY lodging cost was \$61, which, when added to the applicable M&IE rate of \$39 equals \$100 (does not exceed the TDY location \$109 maximum per diem rate).		
Actual Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
Sat 10/23	At PDS	0
Round-trip Transportation Cost		\$100.00
Sun 10/24	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$39 =	\$ 29.25
Total Actual Cost		\$639.00
Constructed Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$39) + \$61 =	\$ 90.25
Thurs 10/21	\$39 + \$61 =	\$100.00
Fri 10/22	\$39 + \$61 =	\$100.00
Sat 10/23	\$39 + \$61 =	\$100.00
Sun 10/24	\$39 + \$61 =	\$100.00
Mon 10/25	\$39 + \$61 =	\$100.00
Tue 10/26	\$39 + \$61 =	\$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$39 =	<u>\$ 29.25</u>
Total Constructed Cost		\$719.50
In this example the traveler is due \$639.00 (actual cost) since it is less than the constructed cost (\$719.50).		

2. Example 2

Example 2		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 		
Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS
An traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$39 equals \$94 which does not exceed the TDY location \$109 maximum per diem rate.		
Constructed Cost:		
Applying the \$94 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$282 for Friday, Saturday and Sunday (\$94/day x 3 days = \$282).		
Actual Cost:		
Per diem for the return day to the PDS on Friday 75% x \$39 =		\$ 29.25
Cost of round-trip transportation =		\$180.00
Per diem for the travel day to the TDY location (75% x \$39) + \$55 =		<u>\$ 84.25</u>
Total		\$293.50
Since the actual cost of per diem and the transportation (\$293.50) for round trip travel to the PDS exceeds the constructed cost of per diem (\$282) the traveler would have been authorized if the traveler remained at the TDY location, the traveler is reimbursed \$282		
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of \$293.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.		
<i>NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.</i>		
If each traveler's per diem is taken into account, the maximum per diem payable would be \$564 (\$94/day/traveler x 3 days = \$282/traveler x 2 travelers).		
If the round-trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round-trip mileage for the driver traveler and per diem for the passenger traveler equal to \$407).		
$\$29.25 \text{ per diem for Friday} + \$84.25 \text{ per diem for Sunday} = \113.50		
$\$113.50/\text{person (per diem for Friday and Sunday)} \times 2 \text{ people} = \227 per diem		
$\$227 \text{ (per diem)} + \$180 \text{ (transportation for 2 travelers)} = \407		
The driver receives \$293.50. The passenger receives \$113.50.		
There is a \$157 savings to the GOV'T (\$564 - \$407).		

3. Example 3

EXAMPLE 3				
(TDY Per Diem AND POC TDY Mileage Computation)				
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 				
<p>A traveler is assigned to a TDY location. The travel authorization/order does not require the traveler's daily return to headquarters. The traveler elects to travel by POC (personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours but less than 24 hours.</p> <p>The maximum TDY per diem rate is \$101 (\$62/\$39) which is reimbursed for the round-trip between the TDY and PDS locations. The traveler's lodging cost is \$60 per day if the traveler remained at the TDY location.</p> <p>*The traveler is due \$399.00 (constructed cost) which is less than the actual cost.</p>				
ITINERARY				
Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one-way
Tue	10/16	0600	1830	75 miles one-way
Wed	10/17	0600	1830	75 miles one-way
Thu	10/18	0600	1830	75 miles one-way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$39 (par. C4553-D) =		\$29.25
Tue	10/16	75% x \$39 =		\$29.25
Wed	10/17	75% x \$39 =		\$29.25
Thurs	10/18	75% x \$39 =		\$29.25
*Four round trips of 150 miles each = 600 miles x \$0.55/mile =				*\$330.00
Per Diem & POC TDY Mileage for Actual Travel Total =				*\$447.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$60 + (75% x \$39) =		\$89.25
Tue to Wed	10/16 to 10/17	\$60 + \$39 = \$99/day x 2 days =		\$198.00
Thurs	10/18	75% x \$39 =		\$29.25
*One round trip of 150 miles x \$0.55/mile =				*\$82.50
Per Diem & POC TDY Mileage for Constructed Cost Total				*\$399.00

4. Example 4

Example 4		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. • For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. 		
AEA Comparison		
Sun	10/07	Arrive TDY location. AEA Authorized NTE \$90
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
The maximum AEA payable at the traveler's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the traveler remained at the TDY location.		
If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the traveler would have received by staying at the TDY location, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.		
If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.		

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. C4678, "extended TDY" means directed continuous travel of 3 or more weeks.
2. A traveler on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.
3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.*

B. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased traveler efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
2. The TDY assignment length and purpose and the return travel distance must be considered.
3. *An analysis must be conducted at least every other year.*

C. Authorized Return

1. Authorized return travel is intended for a traveler whose employment *requires frequent extended TDY* assignments away from the PDS.
2. A traveler on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the traveler commutes daily to the PDS) as frequently as every other weekend provided the return is:
 - a. Justified by the cost analysis required in par. C4678-B, and

b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

3. **A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

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

5. A traveler, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)).

6. Computation Examples

a. Example 1

Example 1

A traveler is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The traveler checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The traveler pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/ \$47), the traveler is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the traveler is being paid per diem that would have been paid (max \$122/ \$51) had the traveler remained in Location B.

The traveler's lodging tax in Location C each night is limited to \$14.64 per night (12% of the \$122).

The traveler is reimbursed up to \$29.28 for lodging tax while in Location C.

The traveler is not authorized any TDY mileage for driving between Locations B and C.

b. Example 2

Example 2

A traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the traveler is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$31 PMR based on the use of 1 or 2 GOV'T meals daily.

The traveler drives to Location Z on Friday night and returns to Base Y Sunday night.

The traveler checks out of the Base Y QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights.

The traveler paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$113 (\$70/ \$43) the traveler is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Base Y.

The fact that the traveler was using GOV'T QTRS and 1 or 2 GOV'T meals per day has no effect on the traveler's M&IE on days when not using those meals.

The traveler is not authorized any TDY mileage for driving between Locations Y and Z.

c. Example 3

Example 3

A traveler TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), at which the traveler is staying with a friend and incurring no lodging costs.

The traveler drives to Location F on Friday night and returns to Location E Sunday night.

The traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/ \$43), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Location E.

The fact that the traveler was staying with a friend has no effect on the traveler's per diem on days when not staying with the friend.

The traveler is not authorized any TDY mileage for driving between Locations E and F.

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. A traveler, who retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return – 'Lodgings-Plus'

1. When a traveler is authorized 'Lodgings-Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:
 - a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience; and
 - b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
 - c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.
2. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem

1. When a traveler is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement for out-of-pocket expenses.
2. The amount allowed for lodging cost as a reimbursable expense may not be more than the amount the traveler would have received if the return trip to the PDS was not taken.

3. Example

<ol style="list-style-type: none">1. The traveler is on long term TDY renting an apartment at a cost of \$1,000/month.2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100). $55\% \times \\$34 \text{ (M\&IE)} = \\18.70 $55\% \times \\$66 \text{ (Lodging)} = \\36.30 Total = \$55 or 55% of \$100 = \$553. The traveler is reimbursed $\\$36.30/\text{day} \times 30 \text{ days} = \\$1,089$ per 30-day month for lodging.4. The travel authorization/order allowed the traveler a return trip home every 3 weeks.
Scenario 1
<ol style="list-style-type: none">1. The traveler returned to the PDS once during the first month. The traveler is not paid for the 2 nights lodging spent at the PDS.2. The traveler is authorized $\\$1,016.40$ ($28 \text{ days} \times \\$36.30/\text{day}$) for lodging for the first month.3. Since the traveler is authorized \$16.40 more than actual lodging cost ($\\$1,016.40$ vs. $\\$1,000$), the traveler is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.
Scenario 2
<ol style="list-style-type: none">1. The traveler returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the traveler is not paid lodging for 5 nights spent at the PDS.2. The traveler is authorized $25 \text{ days} \times \\$36.30/\text{day} = \\$907.50$ for lodging for the third month.3. The traveler is out-of-pocket \$92.50 for lodging costs ($\\$1,000$ vs. $\\$907.50$).4. The traveler would have been reimbursed $\\$181.50$ ($5 \text{ nights} \times \\$36.50/\text{night}$) for those 5 nights had the traveler not returned to the PDS.5. The \$92.50 out-of-pocket cost is less than the amount the traveler would have been paid had the traveler not returned to the PDS ($\\$181.50$).6. At the AO's option, the traveler may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

PART T: SPECIFIC ASSIGNMENT CONDITIONS

C4975 TRAVEL OF CONSULTANTS AND EXPERTS

A. Authority. Title 5 USC §5703 and 50 USC, App. §2160 provide authority for travel expenses and allowances for consultants and experts who are in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and reimbursement of expenses incident to TDY assignments for these individuals.

NOTE: See, par. APP I, Part 3, par. D and APP E, Parts I and II for applicable travel authorization formats and par. C4562 for per diem allowances.

B. Conditions. An individual serving without pay or at \$1 per year is authorized the allowances in pars. C4975-B1 through C4975-B5. A consultant or expert employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C4975-B1 through C4975-B5 when it is determined to be in the GOV'T's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round-trip travel between home or place of business and place of duty during an assignment when it is administratively determined more advantageous or economical to the GOV'T;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 USC, App. §2160).

If more than 130 days of full-time service is performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment (35 Comp. Gen. 90 (1955); 36 id. 351 (1956)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

C4976 WITNESS TRAVEL

A. General. TDY allowances apply when, ICW any judicial or agency proceeding, an employee is:

1. Summoned/authorized to respond,
2. Assigned by the agency to testify/produce official records on the GOV'T's behalf,
3. To testify in the employee's official capacity, or
4. To produce official records on behalf of a party other than the GOV'T.

B. Definitions. The following definitions only apply to par. C4976:

1. Judicial Proceeding. As used in par. C4976, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury, or coroner's inquest) that is judicial in nature held in the U.S. and non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as a hearing/conference conducted by a prosecuting

attorney to determine whether information or a charge should be made in a particular case) proceedings.

2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).

3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

C. Allowable Travel Reimbursement. Travel reimbursement at the rates/amounts allowable for employees on TDY are paid to an employee performing travel under par. C4976. However, if any travel expenses are paid to the employee for appearance by the court, authority, or party which caused the employee to be summoned as a witness on behalf of a party other than the GOV'T, the payment must be deducted from the amount otherwise payable under the travel authorization/order. Regulations of the separate departments regarding absence from duty for court leave apply.

D. Funding. If the employee serves as a witness for the GOV'T, and the case involves the employing activity, the employing agency pays the travel expenses. If the case does not involve the employee's activity, *the agency chargeable with the travel expenses issues a travel authorization/order for the required travel*. If an employee serves as a witness in an official capacity or produces official records for a party other than the GOV'T, the employing agency pays the employee's allowable travel expenses.

C4977 JUROR TRAVEL

A TDY travel authorization/order must not be issued when an official or employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the judiciary branch of the GOV'T. Regulations of the separate departments of the DOD regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement apply.

C4978 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

A. General. TDY travel allowances apply when an employee, serving as labor organization representative, performs travel to attend labor-management meetings that are certified to be in the GOV'T's primary interest. The term "Labor Organization Representative," as used in par. C4978, means a DOD employee specifically designated by a labor organization to represent an organization in dealing with management.

B. Certification. Each authorization/order for the payment of travel expenses to an employee serving as a labor organization representative to attend labor-management meetings must be supported by the certification cited in par. C4978-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the GOV'T's interest;
2. Incident to participation in activities such as joint labor-management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by 5 USC §7131(b), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

C4979 TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

A. General. Travel and transportation at GOV'T expense may be authorized for an employee who travels to receive an honor award sponsored by a non-Federal organization provided the award is determined in each case to be closely related to the official duties of the employee and the functions and activities of the employee's agency (55

Comp. Gen. 1332 (1976)). When attendance at the meeting or convention where the award is given has been authorized/approved for another reason, no further authorization/order is required for the traveler to accept an award.

B. Allowable Expense. TDY transportation and per diem or AEA are payable.

*C. Exception. See APP E, Part I, Invitation to Travel, par. A-5. Except as provided in Ch 4, Part Q, there is no authority for an employee authorized travel under par. C4979 to accept reimbursement from a private organization for travel and other expenses.

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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 QTRS 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)	\$58 (lodging) + (\$39 x 75%) =	\$87.25
Day 2	\$39 =	\$39.00
Day 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$234 (\$39/day x 6 days) =	\$580.00
Day 9	\$0 (lodging) + \$39 (M&IE) =	\$39.00
Day 10 (arrival day)	\$39 x 75% (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.		

2. Example 2

PCS Travel		
NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.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)	\$0 (lodging) + \$39 x 75% =	\$29.25
Day 2	\$59 (lodging) + \$39 =	\$98.00
Day 3	\$0 (lodging) + \$39 =	\$39.00
Day 4	\$53 (lodging) + \$39 =	\$92.00
Day 5	\$0 (lodging) + \$39 =	\$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/cpdrates.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/cpdrates.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	\$70 (lodging) + (\$39 x 75% = \$29.25) =	\$99.25
Day 2 to 10	\$70 (lodging) + \$39 = \$109/day x 9 days =	\$981.00
Day 11-14	\$39/day x 4 days =	\$156.00
Day 15	\$39 x 75% =	\$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)	\$127 (lodging) + \$156 x 75% = \$244.00
Day 2	\$125 (lodging) + \$72 = \$197.00
Day 3 (arrival day)	\$68 x 75% = \$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 (\$39 x 75%).	
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>		
\$78.00 (M&IE) rate x 75% for new PDS location =		\$58.50
Total reimbursement =		\$58.50
Per diem for the accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing MALT and per diem incident to PDT by automobile.
2. 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>.
3. 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 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 \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile = \$678.24	*\$678.24
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	*\$2,150.74

*Reimbursement Computation for Two Employees (married to each other) and 1 Child in One Automobile	
*Two employees married to each other 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 @ \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile = \$678.24	*\$678.24
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. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$872/traveler). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	<u>+ \$10.00</u>
*6. TOTAL REIMBURSEMENT	*\$2,418.24
Total reimbursement to employee 1 is \$678.24 + \$650 + \$10 = \$1,338.24	
Total reimbursement to employee 2 is \$720 + \$360.00 = \$1,080.00	

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 \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile =	*\$678.24
*2. Automobile travel reimbursement for the second automobile, driven by spouse is based on 2,826 miles x \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile =	*\$678.24
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	<u>+ \$10.00</u>
8. TOTAL REIMBURSEMENT TO EMPLOYEE	*\$2,828.98

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

MALT Computation 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 \$.24/mile (employee only) =	*\$207.84
*866 miles x \$.24/mile (spouse and 2 children) =	*+ \$207.84
Total MALT payable for POC travel	*\$415.68
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 QTRS 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. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

*b. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once the individual has signed a service agreement 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 service 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 to repay to the GOV'T.

d. See par. C5550-E regarding service agreement requirements for appointments to an OCONUS position.

*e. See par. C5570-C and APP Q, Parts III and IV for information concerning OCONUS PDS location tours.

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 an RC 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 GSBCA 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 SIT (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

Part B: Employee Transportation & Subsistence Allowances

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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PART J: DEPENDENT EARLY RETURN

C5450 DEPENDENT EARLY RETURN

A. Transportation

1. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.
2. Excess Costs. Costs in excess of the most economical route from the OCONUS PDS to the employee's actual residence are the employee's personal financial responsibility.
3. Authorization. Early return travel may be authorized when:
 - *a. An employee is eligible for return transportation after completing the PDS service period agreement in par. C5570-B and APP Q, Part III. See pars. C5570-C4, C5570-C5, C5570-C6, C5570-C7, or C5570-C8, for exceptions to the PDS service period agreement; *or*
 - b. The OCONUS command determines that it is in the GOV'T's best interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

B. Reimbursement

1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. C5450-A3, transportation expenses are the employee's personal financial responsibility.
2. When the employee is eligible for return travel reimbursement is allowed for travel expenses up to the cost of the dependent travel by the most economical route (including policy-constructed airfare (see APP A) when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence.
3. Reimbursement must not exceed the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.
4. If available, GOV'T transportation must be used for dependent early return travel,
5. See Ch 2 for transportation modes, accommodations, transportation requests, baggage, and mileage rates ICW dependent early return travel.
6. See par. C1310 for receipt requirements.

C. Limitations

1. A dependent's early return travel under par. C5450-A or C5450-B must not be authorized more than once during each agreed period of OCONUS service.
2. A dependent's return travel at GOV'T expense to the OCONUS PDS is not authorized *except* when incident to the employee's RAT. See par. C5545.
3. A dependent's early return transportation expenses to the OCONUS PDS are reimbursable when an employee:
 - a. Completes an agreed to period of service,

- b. Has received unaccompanied one-way dependent transportation to the actual residence, and
 - c. Has RAT at a later date.
4. Reimbursement must not exceed the GOV'T's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.
5. See par. C1310 for receipt requirements.

D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227). Reimbursement for return travel and transportation allowances to the actual residence (see APP A) is authorized:

- 1. Anywhere in the world for an employee's former spouse and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at GOV'T expense.
- 2. Reimbursement is authorized if, because of divorce/annulment, an individual is no longer a dependent when the employee is eligible for return travel.
- 3. Travel must begin before the end of the employee's current tour of duty.
- 4. If an employee is serving under a 1-year, 2-year or 3-year tour agreement, travel for a former dependent must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized.
- 5. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

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

*A. Eligibility. An employee must meet the requirements in par. C5503-B to be eligible for the allowances in par. C5500.

B. Requirements. 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, Part III 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.pentagonon.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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SECTION 4: TOUR OF DUTY REQUIREMENTS

C5570 TOUR OF DUTY REQUIREMENT

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the effective date of transfer.
2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.
3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.
4. DODEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.
5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

1. Tour of Duty

a. Tours of duty established by PDUSD (P&R) for DOD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.

b. Standard tours of duty are 36 months under initial agreements, and 24 months under renewal agreements.

*c. Exceptions to the standard tours of duty are in APP Q, Parts III and IV.

*d. APP Q, Part IV, par. B, provides instructions for requesting a change in a tour of duty length.

*e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in APP Q, Part III (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.

b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.

c. Except as provided in par. C5570-C2d, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

c. Administratively Extended Tours of Duty

- (1) A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.
- (2) Except as in par. C5570-C2d, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.
- (3) A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.
- (4) Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.
- (5) The employee and the DOD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

d. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

- (1) When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and
- (2) A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.
- (3) The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:
 - (a) Tour of duty completed under an initial agreement;
 - (b) Tour of duty completed under the extension of the initial agreement, and
 - (c) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

e. Employee Released from 5-Year OCONUS Limitation

- (1) If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty *and* an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. C5570-C2c.
- (2) The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

f. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

- (1) The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. C5570-C2 and C5570-C2c, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post (37 Comp. Gen. 62 (1957)).

Part L: Service Agreements/Section 4: Tour of Duty Requirements

(2) DOD component policies on OCONUS extensions beyond 5 years must be applied in conjunction with pars. C5570-C2e and C5570-C2F.

3. Credit for Prior Service. The following personnel must serve the employing DOD component for 1 year (1 school year for DODEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. C5572-C1 for when tour of duty begins.

- a. An employee appointed by transfer from another GOV'T agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;
- b. A military member who separates locally and accept GOV'T employment, and with whom an agreement is negotiated;
- c. A GOV'T contractor employee who separates locally to accept GOV'T employment and with whom an agreement is negotiated;
- d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;
- e. An employee of an international organization in which the U. S. GOV'T participates, who is separated OCONUS to accept DOD employment and with whom an agreement is negotiated;
- f. A non-appropriated fund employee who separates OCONUS to accept other DOD employment and with whom an agreement is negotiated under the conditions in par. C5566-E2a(2); and
- g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. C5566-E2a(3).

4. Reassignment/Transfer in Same Geographical Locality

a. PCS Costs Not Incurred

(1) When an employee:

- (a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*
- (b) Does not complete the tour of duty, *and*
- (c) Incurs *no* PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

- (a) Return travel and transportation allowances for separation, or
- (b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. C5558, situation 7.

b. PCS Costs Incurred

Part L: Service Agreements/Section 4: Tour of Duty Requirements

- (1) When an employee:
 - (a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*
 - (b) Does not complete the tour of duty, *and*
 - (c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, *and*
 - (d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

- (2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

5. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

- (1) At an OCONUS PDS without a service agreement,
- (2) Who is reassigned within a DOD component/transferred to another DOD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

- (1) When an employee:
 - (a) Is serving under a service agreement at an OCONUS PDS, *and*
 - (b) Is reassigned within a DOD component/transferred to another DOD component, in a different OCONUS geographical locality, *and*
 - (c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

- (2) A new agreement is required with:
 - (a) A new 12-month tour of duty, or
 - (b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. C5075.
- (3) The new agreement concerns PCS allowances:
 - (a) To the new PDS, and
 - (b) Any additional separation travel and transportation allowances from, the new PDS.

- (4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return

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travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.

(5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

6. Employee Not Needed for Full Tour of Duty

a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).

b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.

c. Employment may be terminated when the employee's services are no longer needed.

7. Effect of Increased/Decreased Tour of Duty

a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:

(1) The tour of duty specified in a currently assigned employee's service agreement governs, and

(2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.

b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

C5572 STARTING TOUR OF DUTY

A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty begins on the date the individual reports at the OCONUS activity.

b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.

c. Locally Hired Married Individuals in the Circumstances Described in Par. C5566-E2a(4). The tour of duty begins on the date the individual executes an agreement.

2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/ approved to be performed within a tour of duty. See par. C5515-B.

C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty

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requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DOD component. Except as provided in par. C5574-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

- a. Illness not induced by misconduct;
- b. Enlistment/call to active duty in the Armed Forces;
- c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;
- d. Release for the GOV'T's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); ***NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the GOV'T's convenience.***
- e. Separation as a result of reduction in force;
- f. See par. C5570-C6 when employee's services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. C5574-B1, the following are acceptable reasons for an ***OCONUS employee***:

- a. The employee's immediate presence is required in the geographical locality in which actual residence is located because of an unforeseen emergency;
- b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. ***NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.***; or
- c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in QTRS allowance payment which may be reduced for other reasons.

C. Transfer to Other Departments/Agencies

1. Except as indicated in par. C5005-C, an employee, serving under a service agreement who transfers to another DOD component/GOV'T agency, must be released from the tour of duty requirement specified in the employee's current agreement.
2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.
3. The employee must continue in GOV'T service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

SECTION 2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART

C5770 GSBGA, CBCA AND CG DECISIONS

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15591-Relo (08/29/01)	GSBCA 15506-Relo (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

GSBCA 15867-Relo (07/11/02)	GSBCA 15669-Relo (07/02/02)	GSBCA 15720-Relo (03/28/02)	GSBCA 15542-Relo (01/24/02)
B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)	B-224628 (01/12/88)
B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)	B-219501 (01/13/86)
B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)	B-214555 (08/28/84)
B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)	B-205849 (06/02/82)
B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)	B-196517 (02/19/80)
58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)	B-184063 (06/15/76)
B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)	

C. Advertising, Selling, and Appraisal Expenses

Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-Relo (12/4/03)
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

GSBCA 15718-Relo (02/28/02)	GSBCA 15377-Relo (01/11/02)	GSBCA 15456-Relo (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

E. Miscellaneous Expenses

Avalanche study expense			GSBCA 16246-Relo, 12/4/03
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-245650 (03/05/92)	B-236362 (11/09/89)
		B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)

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64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		
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G. FHA or VA Loan Application Fee

GSBCA 15672-Relo (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

H. Loan Origination Fees and Similar Charges

GSBCA 16281-Relo (12/09/03)	GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	GSBCA 15730-Relo (01/24/02)
GSBCA 15645-Relo (10/11/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15538-Relo (08/10/01)	
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

GSBCA 16424-Relo (07-23-04)	B-248301 (09/25/92)	B-189488 (08/18/77)	B-185487 (08/03/76)
B-183162 (01/27/76)	B-182082 (01/22/75)	B-181795 (11/11/74)	B-171878 (08/08/74)

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

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M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

GSBCA 15801-Relo (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-Relo (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-235374 (01/11/90)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)
B-206051 (09/29/82)	B-184928 (09/15/76)		

P. Expenses that Result from Construction of a Residence

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)		
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Non-reimbursable Items

CBCA 877-RELO (7/3/08)	GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	B-248906 (11/18/92)
B-247860 (07/23/92)	B-246296 (03/30/92)		

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

GSBCA 16277-Relo (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)
68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)	B-220287 (03/11/86)
B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)
B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)	B-190902 (02/14/78)
B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)	B-184928 (09/15/76)
B-183958 (04/14/76)			

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-Relo (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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U. Operating or Maintenance Costs

GSBCA 15669-Relo (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

GSBCA 16403-Relo (08/15/04)	GSBCA 16277-Relo (04/28/04)	GSBCA 15799-Relo (05/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15672-Relo (01/18/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15506-Relo (08/15/01)

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B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (01/30/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

GSBCA 15882-Relo (08/15/02)	GSBCA 15735-Relo (07/17/02)	GSBCA 15866-Relo (06/28/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15377-Relo (01/11/02)	GSBCA 15686-Relo (11/07/01)	GSBCA 15645-Relo (10/11/01)	GSBCA 15639-Relo (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)	
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Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-Relo (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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AB. Employee Must Incur Costs

GSBCA 15867-Relo (07/11/02)	GSBCA 15695-Relo (06/10/02)	GSBCA 15761-Relo (05/09/02)	GSBCA 15377-Relo (01/11/02)
GSBCA 15613-Relo (09/07/01)	GSBCA 15560-Relo (06/22/01)	GSBCA 15485-Relo (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-Relo (01/31/02)	GSBCA 15629-Relo (10/17/01)	GSBCA 15524-Relo (08/09/01)	
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Ch 5: Permanent Duty Travel
Part P: Real Estate Trans & Unexpired Lease Expense Alws/
Section 2: CBCA, GSBCA, & CG Decisions

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AD. Miscellaneous Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15728-Relo (06/24/02)	GSBCA 15718-Relo (02/28/02)	GSBCA 15730-Relo (01/24/02)
GSBCA 15662-Relo (12/20/01)	GSBCA 15529-Relo (11/30/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15591-Relo (08/29/01)
GSBCA 15541-Relo (08/22/01)			

*AE. Regularly Commutes

*CBCA 1244-Relo (12-18-08)	*CBCA 690-Relo (8-29-07)	GSBCA 15445-Relo (08/02/01)	GSBCA 15514-Relo (11/30/01)
GSBCA 15480-Relo (06/12/01)	GSBCA 15521-Relo (05/17/01)	GSBCA 15403-Relo (05/17/01)	

AF. Relocation Services

GSBCA 15720-Relo (03/28/02)	GSBCA 15760-Relo (03/27/02)	GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)
GSBCA 15615-Relo (08/14/01)			

AG. Title Issues

GSBCA 15499-Relo (06/13/01)	GSBCA 15503-Relo (05/03/01)	GSBCA 15379-Relo (04/19/01)	
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AH. Home Inspection Fee

GSBCA 15718-Relo (02/28/02)			
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AI. Home Marketing Incentive Program

GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)		
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AJ. Extensions for Sale of Residence

GSBCA 15866-Relo (06/28/02)	GSBCA 15639-Relo (10/03/01)		
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AK. Real Estate -- New Employee

GSBCA 15577-Relo (01/15/02)	GSBCA 15686-Relo (11/07/01)		
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AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency	GSBCA 14758-Relo, (03/04/99)
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AM. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization/order to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-Relo, (11/04/04)
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PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 R&R LEAVE TRAVEL

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

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

1. Standard Tour: One per 12-month period.

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

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

1. R&R Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7750-C5.

2. R&R Destination. The authorized R&R destination, determined IAW DODI 1327.6, is listed in APP U.

*3. Alternate Destination. An employee may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided 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. The provision for transportation for a DOD civilian employee on official duty in Iraq or Afghanistan during fiscal years 2006, 2007 and 2008 has been continued through fiscal year 2011. The employee 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. OSD (P&R) memo dated 20 October 2008 and authority provided by P.L. 110-417 continued benefits, allowances, and gratuities authorized 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, 2011; 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 an employee's circumstances assigned to Iraq or Afghanistan within 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; Ch 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), Chs 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

1. The individual is subsisted in a GOV'T dining facility/mess or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises, 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).*

Part 1: Definitions

2. Students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. The 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 QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

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 QTRS.** The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. GOV'T;
2. Lodgings or other QTRS obtained by GOV'T contract;

3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards. 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 Ch 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 QTRS 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 QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging 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 QTRS 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 Ch 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 an RC 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 an RC 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 QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.*

***PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLEE.** (*Also called PRO or PRO-Gear.*) HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). The following items are PBP&E:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (see DODD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign 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 commercial products for sale/resale used in conducting business, sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

***PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE.** (*Also called PRO or PRO-Gear.*) (**NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE**). HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

- *1. Reference material,
- *2 Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- *3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
- *4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE:** *Excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard GOV'T meal rate and the meals portion of the applicable M&IE rate (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 Ch 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.

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 QTRS allowance. They include guesthouses, except transient visiting officer QTRS 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 QTRS.***

TEMPORARY STORAGE. See *STORAGE IN TRANSIT*.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

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.

Part 1: Definitions

TRANSPORTATION EXPENSES. The costs related to transportation. See Ch 2 and APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. See Ch 5, Part D for specific regulations governing PCS HHG transportation.

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 QTRS 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 A

PART II: ACRONYMS

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
BCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance (U)
DOD	Department of Defense
DODD	Department of Defense Directive
DODDS	Department of Defense Dependents Schools (C)
DODEA	Department of Defense Education Activity
DODI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (U)
DOJ	Department of Justice (U)
DPM	Direct Procurement Method (U)
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)

Part 2: Acronyms

<u>Acronym</u>	<u>Meaning</u>
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FTA	Foreign Transfer Allowance (C)
FSH	Family Separation Housing (U)
FSH-B	Family Separation Housing – BAH Based Location (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IAW	In Accordance With
ICW	In Connection With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MIA	Missing in Action

Part 2: Acronyms

<u>Acronym</u>	<u>Meaning</u>
MIHA	Move-in Housing Allowance (<i>U</i>)
MILAIR	Military Aircraft
MSC	Military Sealift Command (<i>C</i>)
NIST	National Institute of Standards and Technology (<i>C</i>)
NOAA	National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (<i>U</i>)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station (<i>U</i>)
PDT	Permanent Duty Travel (<i>C</i>)
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (<i>U</i>)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (<i>U</i>)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
*QTRS	*Quarters
RAT	Renewal Agreement Travel (<i>C</i>)
*RC	*Reserve Component
RDD	Required Delivery Date (<i>U</i>)
RIT	Relocation Income Tax (<i>C</i>)
RPDCI	Retail Price Data Collection Instrument (<i>U</i>)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (<i>C</i>)
SECDEF	Secretary of Defense
SES	Senior Executive Service (<i>C</i>)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (<i>C</i>)
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board (<i>C</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance (<i>U</i>)
TLE	Temporary Lodging Expense (<i>U</i>)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)

Part 2: Acronyms

<u>Acronym</u>	<u>Meaning</u>
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or
- b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
- c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or

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

C. Allowance Expenses

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

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

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

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

5. Attendance at an Award Ceremony

*a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (B-233607, 26 October 1989):

- (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

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

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

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

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

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

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

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

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

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

for the purpose of _____

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

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

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

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

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

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

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

* You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of \$0.55/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

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

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

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

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:

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PART III: TRAVEL AUTHORIZATION/ORDER CONTENT

A. Form of Request. Use the travel authorization/order forms prescribed in APP I, Part 4, par. A (TDY) and APP I, Part 4, par. B (PCS).

B. Information Required (FTR §301-71.103)

1. General Information. The following information must be included on each travel authorization/order.

NOTE: See par. C2000-A2 if premium-class accommodations are authorized.

- a. Employee's name;
- b. AO's signature (digital in DTS);
- c. Travel purpose (see APP H);
- d. Travel authorization conditions or limitations;
- e. Costs (for an open authorization/order, include a travel cost estimate over the period covered) estimate;
- f. A statement that the employee is authorized to travel;
- g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. GOV'T personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DODFMR, Vol. 9, paragraph 030301.B.1); See <http://www.dtic.mil/comptroller/fmr/>;
- h. A statement indicating whether the traveler is/is not a GTCC IBA holder (DODFMR, Vol. 9, paragraph 030301.B.2) See <http://www.dtic.mil/comptroller/fmr/>;
- i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. (DODFMR, Vol. 9, paragraph 030301.B.3) See <http://www.dtic.mil/comptroller/fmr/>;
- j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DOD disbursing officer (DODFMR, Vol. 9, paragraph 030301.B.4) See <http://www.dtic.mil/comptroller/fmr/>;
- k. A statement indicating that CTO/TMC use to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO/TMC is not available, or otherwise is not being used. ***NOTE: Virtually all DOD components have contractual arrangements with CTOs/TMCs requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO/TMC if the CTO/TMC can provide the required official transportation arrangements.***;
- l. A statement indicating that available GSA contract city-pair airfare connecting an official-travel origin and an official travel destination should be used unless one of the 5 reasons in APP P, Part 1, par. A6 exists. The travel authorization/order must include a detailed explanation why the contract city-pair airfare was not used if one of reasons applies. For example, "Space on a scheduled contract flight 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."); and
- m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or a GTCC IBA. This statement is only to alert voucher examiners to instances in which a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that appropriate questions may be asked and duplicate payments avoided.

2. Specific Authorization or Approval. (FTR §301-71.105) The following travel arrangements require specific prior authorization:

- a. Use of premium-class service on common carrier transportation (par. C2204-B);
- b. Use of a foreign air carrier (par. C2204-C);
- c.. Use of extra-fare train service (par. C2208);
- d. Travel costs estimate (for blanket travel authorizations it should include an estimate for the period covered);
- e. A statement that the employee(s) is (are) authorized to travel; and
- f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at GOV'T expense must be included in the travel authorization/order, or on the travel voucher or by travel authorization/order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance authorization/order:

- a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel authorization/order under which a dependent travels;
- b. Reduced per diem rate payment (par. C4550);
- c. 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); and
- d. Travel expenses related to conference attendance (APP R).

C. Blanket TDY Travel. A blanket TDY travel authorization/order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. That the travel type is "blanket TDY travel";
2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;
3. Of the general geographic area limitations;
4. Of a specific period of time within a fiscal year;
5. Of the reason(s) for this type of travel;
6. Designating the traveler as an acting transportation officer, if applicable;
7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the GOV'T's advantageous, if appropriate;
8. Authorizing excess accompanied baggage, if necessary; and

9. Of other conditions, limitations, and instructions, as appropriate.

NOTE 1: A blanket travel authorization/order is not used in DTS.

NOTE 2: A blanket travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for specific trips, an amendment to the authorization/order for each such trip must be issued.

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the GOV'T (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at \$1 a year (see par. C4975 and APP E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE:*** This use of ITAs does not apply to contractors.

E. PCS Travel

1. General. A travel authorization/order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel authorization/order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. In all cases:

- (1) Naming the old and new PDSs and their locations;
- (2) The reporting date at the new PDS; and

b. If applicable:

- (1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;
- (2) That dependents are accompanying the employee or traveling separately, and if so when, and by what transportation mode, if known, and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- (3) That excess accompanied baggage transportation costs may be approved only after PCS travel. See par. C2302. A statement should be added to advise travelers that they should be financially prepared to pay for excess accompanied baggage charges. See par. C4720-A11.;
- (4) Of the maximum HHG weight the employee may transport including:
 - (a) SIT authority;
 - (b) HHG shipment origin and/or destination points (when different from the employee's);
 - (c) The transportation method (commuted rate, or GOV'T-arranged (or actual expense NTE the GOV'T-arranged cost)); and
 - (d) (For GOV'T-arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at GOV'T expense (e.g., borne by, or collected from, the employee);
- (5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel authorization/order. If Relocation Services is contingent, the block must be checked on the travel authorization/order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel authorization/order for a CONUS-to-CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

(1) That a service agreement has been signed. See par. C5550;

(2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

*(3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary QTRS occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an authorization/order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(5) Authorizing real estate and unexpired lease expenses;

(6) Authorizing special conveyance use for PCS travel;

(7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the GOV'T has been completed) as being to the GOV'T's advantage;

(8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part Q;

(10). That a reduction in force or function transfer is due to base closure if such is the case; and

(11) The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization/order amendment after the fact.

3. First Duty Station for an Appointee. A travel authorization/order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

- a. That the travel type is "travel to first duty station (5 USC §5723)";
- b. Of the date the required service agreement is signed;
- c. Of the actual residence;
- d. Of the position title and grade to which appointed;
- e. If transportation of POV(s) within CONUS is authorized (*only* after the mandatory cost comparison showing a financial savings to the GOV'T has been completed) as being to the GOV'T's financial advantage; and
- f. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization/order amendment after the fact.

4. OCONUS Permanent Duty Travel

a. General. A travel authorization/order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

- (1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel (see par. C5000);
- (2) Of the actual residence, as appropriate;
- (3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
- (4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- (5) Of transportation modes (see APP I4, par. B) (circuitous route travel for personal reasons may not be authorized at GOV'T expense, see pars. C2000 and C2206);
- (6) For POC travel, that POC travel is to the GOV'T's advantage, or of the reimbursement limitation IAW par. C2159;
- (7) Prohibiting the use of commercial transportation modes when travel reservations are made by GOV'T transportation facilities (see par. C2206);
- (8) Of the maximum HHG weight the employee may transport and/or store; and
 - (a) Any weight limitation imposed by the OCONUS command;
 - (b) The weight allowance for consumables if authorized (par. C5154-D and APP F);
 - (c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a GOV'T-arranged move; and
 - (d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- (9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the GOV'T's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean-going car ferries are authorized (see par. C2166);

*(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an authorization/order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel authorization/order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

F. TCS Travel

1. Events Requiring a Travel Authorization/Order. A separate travel authorization/order is required to:

a. Assign the employee from the PDS to a TCS location;

b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:

c. Assign the TCS location as the new PDS; and

d. Authorize the employee to return to the former PDS (par. C5720-B1).

2. Travel Authorization/Order Content. Each travel authorization/order must reference any prior TCS travel authorizations/orders to which it is related. A travel authorization/order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization/order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

b. Of the PDS(s) and TCS involved and locations;

c. Of the TCS/PDS reporting date; and if applicable;

d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

f. That excess accompanied baggage transportation costs may be approved only after TCS travel is completed). See par. C2302. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see par. C4720-A11).;

g. Of the maximum HHG weight the employee may transport;

(1) Of SIT storage authority;

(2) Of HHG origin and/or destination points (when different from the employee's);

(3) Of the transportation method (commuted rate, or GOV'T-arranged (or actual expense NTE the GOV'T-arranged cost)); and

(4) How the employee intends to fulfill financial responsibility for charges not allowed on a GOV'T arranged move (e.g., borne by, or collected from, the employee);

h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

i. If TQSE is authorized for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

k. Of transportation modes (see par. APP I, Part 4, par. B);

l. Prohibiting commercial transportation use when GOV'T transportation facilities (see par. C2206) make the travel reservations;

- m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
- n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- o. Whether or not POV shipment is authorized; and
- p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, Ch 7, Part M";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see APP I, Part 4, par. A2, item 16 for pertinent statements required to be included); and
15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in APP E, Part II. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the GOV'T. See par. C7200.

PART I: DOD SERVICE MEMBERS

NOTE: For NOAA, see App Q, Part II.

- A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. *Do not submit a tour length change proposal to PDTATAC.*
- C. Tour Length Exception. The tour length for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DOD Service member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):*

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
All OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	8
Alaska (except as indicated)	36	36		1
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	7
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5, 11
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
*Banja Luka	*24	*18	*06-30-08	*12
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	7
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	9
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	8
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
Personnel assigned to SAO	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	8
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	8
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	8
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	NA	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki	NA	12	11-05-08	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	8
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	NA	12		4
Camp Carroll	24	12		
Camp Humphreys	24	12		
Camp Market	24	12		
Camp Red Cloud	24	12		
Camp Walker	24	12		
Chinhae	24	12		
Hialeah	24	12		
K-2 AB	24	12		
Kimhae	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Osan AB	24	12		
Pusan	24	12		
Pyongtaek	24	12		
Seoul	24	12		
Suwon	24	12		
Taegu	24	12		
Yongsan	24	12		
Kuwait	24	12		6
Kyrgyzstan	24	12		
Laos	NA	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	*06-30-08	*12
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	NA	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	NA	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	8
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	NA	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	8
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	NA	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	NA	12		
Metropolitan Manila	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Poland				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	8
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		5
Eskan Village, Riyadh	24	12	07-18-08	10
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	8
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	8
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurталik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
*Yemen	*36	*24	*06-30-08	*12
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a service member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.

2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations at which such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. Due to threat levels, dependents are not currently authorized at this location.
6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
8. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

9. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
10. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
11. PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).
- *12. May be accompanied by adult dependents age 18 years or older.

PART III: CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

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

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

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

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

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

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

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

*D. Special Circumstance Tours of Duty. For special circumstance tour of duty locations see APP Q, Part IV, par. A.

E. Tour Lengths

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

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

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

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Coatzacoalcos	X ¹	X ^{2 5}		
Vera Cruz	X ¹	X ^{2 5}		
Midway Islands				X
Montenegro	X			
Morocco	X			
Nigeria	X ¹			X ²
N. Mariana Islands				
Saipan	X			
Oman	X ¹			X ²
Pakistan (except as indicated below)		X		
Islamabad				X ²
Karachi				X ²
Lahore				X ²
Peshawar				X ²
Panama	X			
Philippines	X			
Portugal				
Azores	X			
Puerto Rico	X			
Qatar	X ¹			X ²
Russia				
Moscow	X			
Saudi Arabia	X ^{1 6}			X ²
Serbia	X			
Somali Republic		X		
Taiwan	X			
Thailand	X ¹			X ²
Turkey (except as indicated below)	X			
Cakmakli,				X ²
Corlu				X ²
Diyabakir				X ²
Izmir				X ²
Murs				X ²
Ortakoy				X ²
Sinop				X
Venezuela	X			
West Indies				
Eleuthera Island				X
Grand Bahama Island				X
Grand Turk Island				X
Mayaguana Island				X
San Salvador Island				X
St. Lucia Island				X
Yemen Arab Republic				
Sanaa	X ^{3 8}			X ^{2 5}
Zaire	X			

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

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

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

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

5/ For an employee serving on a renewal agreement.

6/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employer's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

*7/ PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. An employee executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

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