JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 523

Arlington, VA 1 May2009

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 May 2009 unless otherwise indicated.

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

LYNDA DAVIS
Deputy Assistant Secretary of the Navy
(Military Personnel Programs)

BARBARA J. BARGER
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

This change includes all material written in the following CAP Items: 121-08(E); 1-09(E), 14-09(E); and 17-09(I) through 19-09(I).

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

This cover page replaces the Change 522 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 523:

C1004-C1; C2400-D; C4505-B4; C4555-F2; C4555-F Examples 1 & 2; C4678-C3; C5060-F1 NOTE; C5105-D; C5110-E; C5115-F; JTR, APP A, definition of Per Diem Allowance; APP E, Part I, par. C7; APP G; APP O, par. T4040; APP O, par. T4040-E; APP R, Part II, par. E4. Renames Miscellaneous Expenses as Miscellaneous Reimbursable Expenses to avoid confusion with the Miscellaneous Expense Allowances (MEA) for employees PCS.

C1310 Notes; C4550-C; APP A, Part II; APP O, pars. T4040-A1c(2); T4060-B12. Changes the authority to authorize a fixed per diem in JTR, par. C4550-C to authority for a reduced per diem rate. A reduced per diem rate still requires lodging receipts and can be reduced for M&IE only. This proposed change also changes JFTR/JTR, Chs 4 to allow an amendment covering a prospective period as in APP O, rather than requiring the reduced rate be determined before travel begins.

C5160-D. Clarifies par. C5160-D verifying that the commuted rate system does not apply to intrastate moves as it currently states in the table in par. C5160-H.

C5570-C7c. Clarifies modification of a tour of duty type from unaccompanied to accompanied, revises the length of the tour of duty.

Appendix A (Part I) Household Goods (HHG); Organizational Clothing and Individual Equipment (OC&IE); Professional Books, Papers, And Equipment (PBP&E) definitions; Appendix A (Part II). Defines PBP&E to include Government or service owned organizational clothing and individual equipment (OC&IE) accountable property issued to civilian employee or uniformed member for official use.

INTRODUCTION (How to Get to the JTR); C1002-B; C1007-A1; C2198-D; C4360-E2b(1)(b); C4530-D1a, D1d, D Note 1, D2b; C4550 A Note, C, D1a, F1; C4551-B; C4553-B, C, D2d; C4554-A1, B Note, C; C4555-B; C4556; C4557; C4558-B1, B3; C4560-B1, 4, Note 1, C2; C4565-A4, C, D1, D2; C4566-Footnote 2, 3; C4567-C; C4600; C4602; C4614-A, B; C4616; C4626-Note 1, 2; C4677-B; C4710; C5060-E, F1, Note, H Note 2, 4, I Example 1-5; C5065-A2, 3; C5120-C Example 1; C5125-B; C5191-D; C5360-A2; C5372-A2, B1; C5392-C; C5588-H Note; C5624-B2; C6005-B5, 6; C6010-B1; C6200-632.1 & EPW; C7330-D2a; C7370-A; APP A (Definitions for Per Diem Allowance, Proportional Meal Rate, Standard CONUS Per Diem Rate); APP A, PART II (Adds IE, MHA); APP B; APP D; APP E2; APP F, Part 2, A; APP O (pars. T4010; T4040-A1c(2), Note 1, 2; T4045-G2b, Note; T4060-B22); APP R, Part II-E1, J1. Updates PDTATAC contact information.

Effective 1 June 2009, the "Sheets-in-Force" pages will be renamed to "Record of Changes." Future changes will be organized by section/part and will no longer be listed by page changes. The Record of Changes will be displayed in a table format showing current and historical changes, designed to assist readers in verifying the currency of the volume.

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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523	Intro-i	518	C2E3-1	523	C4L-11	523	C5B-5	519	C5F-3
523	Intro-iii	518	C2E3-3	523	C4L-13	523	C5B-7	519	C5F-5
518	TOC-i	518	C2E3-5	523	C4L-15	523	C5B-9	519	C5G-1
518	TOC-iii	518	C2E3-7	523	C4L-17	523	C5B-11	519	C5G-3
518	TOC-v	518	C2E3-9	523	C4L-19	523	C5B-13	519	C5G-5
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521	C5O-1	523	C7H-1	523	G-5	521	P2-1		
521	C5O-3	523	C7H-3	523	G-7	521	P2-3		
520	C5P1-1	520	C7I-1	523	H-i	521	P2-5		
520	C5P1-3	520	C7J-1	520	H1-1	521	P2-7		
520	C5P1-5	520	C7J-3	520	H2A-1	517	Q-i		
520	C5P1-7	520	C7K-1	520	H2B-1	523	Q1-1		
520	C5P1-9	520	C7K-3	520	H2C-1	523	Q1-3		
520	C5P1-11	520	C7K-5	520	H2C-3	523	Q1-5		
520	C5P1-13	520	C7L-1	520	H3A-1	523	Q1-7		
522	C5P2-1	520	C7L-3	520	H3B-1	523	Q1-9		
522	C5P2-3	517	C7M-1	520	H3B-3	517	Q2-1		
522	C5P2-5	517	C7M-3	520	H4A-1	522	Q3-1		
519	C5Q1-1	517	C7M-5	520	H4B-1	522	Q3-3		
520	C5Q2-1	517	C7M-7	520	H4C-1	517	Q4-1		
520	C5Q2-3	517	C7M-9	520	H4D-1	521	R-i		
520	C5Q3-1	521	C7N-1	520	H4E-1	521	R1-1		
520	C5Q3-3	521	C7N-3	520	H4F-1	521	R1-3		
517	C5R-1	522	C7O-1	512	I-i	523	R2-1		
517	C5R-3	522	C7O-3	512	I1-1	523	R2-3		
517	C5R-5	520	C7P-1	512	I1-3	517	S-1		
517	C6-i	523	A1-1	512	I1-5	517	S-3		
523	C6A-1	523	A1-3	518	I2-1	521	T-i		
523	C6A-3	523	A1-5	518	I2-3	521	T-1		
520	C6B-1	523	A1-7	522	I3-1	521	T-3		
517	C6C1-1	523	A1-9	522	I3-3	521	U-1		
517	C6C2-1	523	A1-11	522	I3-5				
523	C6C3-1	523	A1-13	522	I3-7				
523	C6C3-3	523	A1-15	518	I4-1				
523	C6C3-5	523	A1-17	518	I4-3				
523	C6C3-7	523	A1-19	518	I4-5				
523	C6C3-9	523	A1-21	518	I4-7				
523	C6C3-11	523	A1-23	521	L-i				
523	C6C3-13	523	A1-25	521	L-1				
517	C6C4-1	523	A2-1	521	L-3				
517	C6C4-3	523	A2-3	521	L-5				
517	C6C4-5	523	B-1	521	L-7				
523	C6C5-1	520	C1-1	517	O-i				
520	C6D-1	520	C2-1	523	O-1				
520	C6D-3	520	C3-1	523	O-3				
520	C6D-5	523	D-1	523	O-5				
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521	C7-iii	523	E1-1	523	O-9				
521	C7-v	523	E1-3	523	O-11				
521	C7-vii	523	E1-5	523	O-13				
517	C7A-1	523	E2-1	523	O-15				
517	C7B-1	523	E2-3	523	O-17				
518	C7C-1	517	E3-1	523	O-19				
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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR)
DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DOD). Its members are a Deputy Assistant Secretary for each of the DOD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (MPP).

PURPOSE AND AUTHORITY

These regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DOD civilian employees and civilians who travel using DOD funding.

With the exception of DOD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances in accordance with Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DOD components.

If there is a headquarters dispersal, the authority for prescribing the allowances in these regulations becomes vested in each DOD Committee member. Each DOD Committee member may issue necessary regulations prescribing allowances applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees***. At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) (CFR, Title 5);

2. The U.S.C, primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;

3. Executive Orders, GSA Commuted Rate Schedule, and DOD directives; and

4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA), the Civilian Board of Contract Appeals (CBCA), and the OSD General Counsel (OSD(GC)).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Comptroller General of the U.S. settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OM. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA (Section 847 of Pub. L. 109-163) and claims settlement function was transferred from GSBCA to CBCA.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to CBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to CBCA should be addressed to:
The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800
FAX (202) 606-0019
Internet address of the CBCA: http://www.cbca.gsa.gov

Throughout the JTR, Comptroller General (Comp. Gen.) Decisions from the GAO (GAO – formerly the General Accounting Office) and decisions from the GSBCA or CBCA are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. GSBCA decisions on their website are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

For GSBCA decisions visit their website at: ***http://www.gsbca.gsa.gov/***.
For CBCA decisions visit their website at: ***http://www.cbca.gsa.gov***.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE*: *Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C1052-B2b(3)
JTR . . . . . .
Chapter 1. . . . . .
Paragraph 052 . . . . . .
Subparagraphs . . . . . .

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to JTR allowances are initiated by DOD Civilian Travel Determinations (CTDs), and GSA bulletins, memoranda, or FTR amendments. A CTD is effective on the indicated date. It may be effective on the JTR publication date, on the PDTATAC Chairman's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or an FTR amendment, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the PDTATAC website.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a published change are shown on that change's cover sheet.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for JTR changes should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

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, 1040 Air Force Pentagon, (Room 4D236) Washington, DC 20330-1040.

5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

HOW TO GET THE JTR

*JTR materials may be downloaded and printed from the following website:
http://www.defensetravel.dod.mil/perdiem/

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, this Volume applies to:

1. A DOD personal services contract employee (see 27 Comp. Gen. 695 (1948));

2. A DOD civilian employee and/or the employee's dependents, ***NOTE: This includes a direct hire non-U.S. person employed by DOD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.***;

3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);

4. A civilian official and/or employee of another GOV'T department and/or agency who performs an official assignment for and at DOD's expense;

5. A person who performs travel under a DOD ITA involving GOV'T business (including a non-U.S. person indirect hire);

6. A National Guard technician employed pursuant to 32 USC §709;

7. A person employed intermittently as a consultant or expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the GOV'T; and

8. A new appointee to the SES and certain Presidential appointees.

B. DOD Simplified Travel. Simplified travel rules in APP O govern TDY for DOD Components listed in APP O and for those locations at which DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations at which FAST software is used to transition to DTS-Limited.

C. Restrictions. This Volume does not apply to:

1. A NAF official and/or employee traveling on NAF business (may be adopted by NAF activities).

2. A contractor's representative and/or contractor's employee under a contract with DOD.

3. A DOD employee appointed under the Foreign Assistance Act of 1961, Section 625(d), as amended.

4. A DOD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non-DOD agency and who is subject to the funding agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations.

5. A Uniformed Service member wherever assigned for official duty. A member on loan, assignment, or detail to another department or agency is authorized travel and transportation allowances including station allowances under Joint Federal Travel Regulations, Volume 1 (JFTR). See JFTR, par. U1000. ***The member is financially responsible for returning to the GOV'T all unauthorized or duplicate travel and transportation allowances erroneously received or reimbursed.***

D. Authority Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DOD.

E. Duplicate Payment. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is encountered and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not also be claimed against, nor paid by, the GOV'T. ***A non-deductible meal as listed in par. C4554-B provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 applies. See ***http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf.***

C1002 IMPLEMENTATION

A. Allowance Regulations. Under DODD 5154.29, the provisions and subsequent changes in this Volume are effective based on PDTATAC regulatory authority, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume.

B. Regulation Review Process. DODD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DOD components IAW par. C1001-A. A Word document of the written material should be forwarded, via the Service/ Agency CAP representative found in the Introduction Feedback Reporting section to:

*1. Email address: pdtatac@dtmo.pentagon.mil; or

*2. Fax: (703) 696-7890; or

*3. Mail to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

C. Exclusion. The JTR provisions are not applicable to the organizations and personnel in par. C1001-C.

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the DSSR, Section 240 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81***. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at ***http://aoprals.state.gov/content.asp?content_id=248&menu_id=81***.

B. Transfer. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Ch 5, Part G but ***not*** the FTA allowance in par. C1004-C1 below (DSSR, Section 242.6 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81***). An employee transferring from a foreign

country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part H1 but ***not*** the HSTA in par. C1004-C3b below (DSSR, Section 252.6 at ***http://aoprals.state.gov/content.asp?content_id=248&menu_id=81)***. A transferring employee is eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA). The FTA/HSTA are DOS allowances (5 USC §§5924(2)(A) and 5924(2)(B), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The FTA/HSTA apply to an employee as indicated below. ***A new appointee is not eligible for any portion of the HSTA.*** The FTA and HSTA are composed of four elements:

*1. Miscellaneous Reimbursable Expense. This portion is allowable ***only*** for a DOD new appointee being assigned to the first PDS in a foreign area (FTA).

2. Wardrobe Expense. ***This portion is not allowable for a DOD civilian employee***.

3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: The FTA and HSTA subsistence portions are only for expenses incurred in the CONUS or non-foreign OCONUS area – not in the foreign area.***

a. FTA. This portion is allowable for a DOD employee PCSing from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS and for a new appointee traveling from a CONUS/non-foreign OCONUS area actual residence to the first foreign area PDS.

b. HSTA. ***This portion is not allowed for a DOD civilian employee.***

4. Lease Penalty Expense

a. FTA. This portion is allowable for any DOD employee (including a new appointee) PCSing to a foreign area PDS or between foreign country PDSs.

b. HSTA. This portion is allowed ***only for* a *reassigned employee (not a new appointee)*** PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: For other allowances relevant to first duty station travel, see Ch 5, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in APP O, the separate DOD components may issue administrative procedures for the judicious administration of the allowances in this Volume. ***Those procedures must not contravene or duplicate this Volume's provisions and must be reviewed IAW par. C1002.***

C1007 COMPUTATION RULES

A. Computation Rules. The computation rules in these regulations may be unique to this Volume. Consult the relevant Chapters and Parts, to determine the correct computation process for the specific travel and transportation allowances.

*1. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the provision in par. C1007-A2 in force.

2. AEA computation is rounded-up to the nearest dollar. For example, $29.50 = $30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for lodging and M&IE exceeds the maximum AEA M&IE locality rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging rate.*** For example, reduce $70.50 to $70 as shown in par. C4626, Example 5.

3. PMR computation is rounded-up to the nearest dollar.

NOTE: A conference lodging allowance is a pre-determined allowance of up to 125 percent of the applicable lodging per diem rate (rounded to the next highest dollar). For example, the locality lodging rate of $100 may be increased to $125. A conference lodging allowance is not AEA and must not be used with AEA per diem. See APP R, Part 2, par. M.

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate IAW par. C4620.

C1010 REGISTERED TRAVELER (RT) PROGRAM MEMBERSHIP FEE

A. General. The Registered Traveler (RT) program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.

B. Participation. Participation in this program is voluntary and is not required by the GOV'T. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.

C. Enrollment Fees. Enrollment fees in this program are ***not*** reimbursable. See APP G.

PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 TRAVEL CLAIM SUBMISSION

An employee should submit a travel voucher as specified in DODFMR, Volume 9, Travel Policy and Procedures except when official assignments (TDY, TCS or PCS) are funded by a non-DOD agency. See par. C1001-C4. ***The DOD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

C1305 FALSIFIED TRAVEL CLAIM

See DODFMR, Volume 9 for the requirements regarding payment when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than lodging, meals or incidentals costs), the suspect expense is not allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. Per the DODFMR, Volume 9, if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the GOV'T (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

C1310 RECEIPT REQUIREMENT

A. General. A receipt is required for:

1. Any lodging expense regardless of amount, and

2. An individual expenditures of $75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipt. If a receipt is impractical to obtain or it has been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the lodging facility's name and address, the dates the lodging was obtained, whether or not another shared the room (and the sharer's status as an official traveler or not), and the cost incurred.

C. Review and Administrative Approval. The travel-approving/directing official must determine whether or not the expenses claimed are reasonable. If expenses are:

1. Inflated, or

2. Higher than normal for similar services in the locality,

they must be disallowed.

****NOTE*: Each traveler must be advised to retain ALL receipts for tax or other purposes.***
***

C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

NOTE*: SF-1170, Redemption of Unused Tickets, found at: http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=0E3EB9E4BC75914185256B110055C4C1, is usable, if authorized in Service regulations, for use ICW turning in unused tickets.

A. Lost/Stolen/Unused Ticket. The traveler:

1. ***Must safeguard each ticket, if issued, carefully at all times***;

2. Must immediately report a lost or stolen ticket to the issuing CTO;

3. Is financially responsible to purchase a replacement ticket;

4. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen ticket.

5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may be made for the second ticket, NTE the first ticket cost; and

6. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=0E3EB9E4BC75914185256B110055C4C1, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

B. Lost/Stolen/Unused GTR. A t***raveler or other person accountable for GTRs must safeguard them carefully at all times.*** However, the traveler or other accountable person must immediately notify the proper official (as prescribed by the DOD Component's procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified IAW the DOD Component's procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in the DOD Component's procedures. A traveler or other accountable person may be held financially liable for any GOV'T expenditure caused through negligence on that person's (the employee for the dependents under most circumstances) part in safeguarding GTRs.

NOTE 1: A traveler without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DOD Component procedures. See DOD 4900.9-R (DTR, Part I). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the GOV'T for the lost or stolen ticket cost, regardless of fault or negligence.

NOTE 2: 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.

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).

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.

EXAMPLE 1
TDY Per Diem and POC TDY Mileage Computation

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

Reimbursement is limited to the common carrier constructed cost.

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

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

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

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	Distance
1 Jun	Residence	1st Stopover	$115 ($76/ $39)	$35	400
2 Jun	En Route	2nd Stopover	$112 ($73/ $39)	$39	300
3 Jun	En Route	TDY Station	$109 ($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 (1st stopover lodging cost) + (75% x $39) =	$64.25
Day 2	$39 + $39 (2nd stopover lodging cost and MI&E rate) =	$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 NTE $71) + $39 =	$110.00
Day 5	$70 (4th stopover M&IE rate and lodging cost) + $39 =	$109.00
Day 6	$39 x 75% (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 POC Travel Cost 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 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 Common Carrier Travel Cost 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

Travel Date	Depart	Arrive	Per Diem Rate	Lodging Cost	Distance
1 Aug	Residence	1st Stopover	$127 ($88/ $39)	$60	400
2 Aug	En Route	2nd Stopover	$114 ($75/ $39)	$50	400
3 Aug	En Route	TDY Station	$127($88/ $39)	$65	50
4 Aug	TDY Station	3rd Stopover	$114 ($75/ $39)	$50	400
5 Aug	En Route	4th Stopover	$127 ($88/ $39)	$60	400
6 Aug	En Route	Residence	Use 4th 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) (1st stopover MI&E rate and lodging cost) =	$89.25
Day 2	$50 + $39 (2nd stopover lodging cost and MI&E rate) =	$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 (lodging cost) + (75% x $39) =	$104.25
Day 2	75% x $39 =	$29.25
Transportation Cost	1 round-trip air coach ticket (including GOV'T-paid 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 an 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 H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

C2400 GENERAL

A. Authority. DOD component-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Ch 2.

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;

2. Within a local commuting area of the PDS/TDY station, ***(NOTE: A local area boundary is determined by the AO/local Service/Defense Agency in a written directive.)***; or

3. Separate cities, towns, or installations adjacent to or close to each other, between which the commuting public travels during normal business hours on a daily basis.

If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel authorization/order, in the performance of official business.

2. These officials also are responsible for:

a. Furnishing public carrier tokens/tickets, when appropriate; and

b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

*D. Miscellaneous Reimbursable Expense. See APP G.

C2401 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;

2. Places of business; or

3. Residence and place of business other than office or duty point,

during official duty.

B. Commercial Transportation. Commercial transportation expense reimbursement is authorized/approved only if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace. When reimbursement is authorized/approved, a traveler who travels by commercial means is authorized reimbursement of actual and necessary expenses that exceed the ordinary costs incurred for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);

2. Taxicab fares plus transportation-related tips; and

3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (see par. C2500) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.

c. TDY mileage payments, and expense reimbursement are made only to the employee defraying the POC operating expenses, regardless of the number of passengers who accompany the employee or which passengers contributed funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. See par. C2192 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/ PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to/from home and POC travel is authorized/ approved between the residence/PDS, and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When use of a POC and/or commercial transportation is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular place of work;

2. Actual cost of necessary POC parking; and

3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

E. Examples

1. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles (50 + 25 + 10 - 70 = 15).

2. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the

residence (5 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. Example 3. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of $7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the $7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus $7.

4. Example 4. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of $10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost ($10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus $10.

5. Example 5. The traveler's one-way commuting cost to the PDS is $3 ($6 round trip) by bus. The traveler uses the bus to the PDS ($3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of $2. The traveler ***is not*** authorized any reimbursement since the cost to the traveler is less than the traveler's normal cost to get to work.

6. Example 6. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

7. Example 7. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of $7.50. The traveler is reimbursed the entire $7.50 (no deduction is made for ordinary POC commute).

C2402 TRAVEL AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;

2. Duty sites; or

3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips between lodging and place of duty; and

2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transportation fares;

2. Taxicab fares plus transportation-related tips ***(when to the GOV'T's advantage)***; and

3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility ***(when to the GOV'T's advantage)***.

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. C2401-C.

C2403 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's regular working hours; and

2. Dependent on public transportation for travel; and,

3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the GOV'T be written separately or be placed on the reimbursement voucher.

D. POC Mileage. ***There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).***

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

See Ch 1, Part E.

PART I: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AOR

C4360 DEFINITIONS

A. Combatant Command AOR. A specified AOR location to which various forces are moved to complete operational actions in low or high intensity operations/exercises. AOR organizations are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting the Combatant Commander's operations.

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the Combatant Command commander or an existing joint task force (as defined by Joint Publication 1-02, DOD Dictionary of Military and Associated Terms).

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. See APP A for a definition of Contingency Operations.

D. Exercises. Those Service, Combatant Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, that may or may not involve more than one Service. The traveler/unit is placed in field duty.

E. TDY Options

1. General

a. The Combatant Commander/JTF Commander:

(1) Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;

(2) Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

(3) May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and

(4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel authorizations/orders. ***NOTE: A JTF exercise must be field duty***.

b. These decisions apply to every traveler temporarily assigned for operational deployment to a Combatant Command and/or JTF performing duty under similar conditions within the same AOR.

c. The Secretarial Process for each Service may direct a TDY option different than the one used for a Combatant Command and/or JTF traveler for a traveler who is:

(1) Not located in the Combatant Command's/JTF's AOR but who is operating in a support capacity, or

(2) Located in the Combatant Command's/JTF's AOR but is not part of the Combatant Command/ JTF.

2. Regular TDY

a. General. For regular TDY, a traveler:

(1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. C4430-C for exceptions and waiver authority to the 180 day limit);

(2) Is reimbursed for lodging, M&IE in Ch 4, Part L or par. C4360-E2b*;* and

(3) Receiving the GMR while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a TDY traveler travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). ***NOTE: GMR and the $3.50 incidental rate do not apply on days the employee is traveling into/out of an AOR.***

b. Temporary Dining Facilities – Combatant Command or JTF. If:

(1) A traveler consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for the meals, the traveler is reimbursed the discount GMR plus an incidental expense of:

(a) $3.00 in CONUS, or

*(b) The applicable locality IE rate, or $3.50 OCONUS when on a U.S. INSTALLATION (see APP A), or the Combatant Commander/JTF commander determines $3.50 to be adequate.

(2) The traveler's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized (see par. C4554-A1a3) for that day.

(3) A Combatant Command/JTF traveler outside the AOR or en route to the AOR pays the meal rate IAW the DOD Financial Management Regulation at ***http://www.defenselink.mil/comptroller/fmr/***, the traveler is reimbursed IAW Ch 4, Part L.

c. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. See exceptions for exercises in par. C4360-E4.

3. Essential Unit Messing (EUM). The traveler is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

4. Field Duty. During field duty (APP A) the traveler is:

a. Subsisted in a GOV'T dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.

b. Furnished GOV'T QTRS or lodged in accommodations ordinarily associated with field exercises.

c. Reimbursed the discount GMR but not IE.

NOTE: A Combatant Commander-/JTF- determined official may place the traveler in a field duty status if QTRS and subsistence, obtained by contract, are furnished.

JOINT TASK FORCE OPERATIONS TDY OPTIONS
SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. INSTALLATION	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR 1/
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals **(In AOR only)**	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
Essential Unit Messing	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for GOV'T Meals at the Discount GMR
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Traveler pays for GOV'T Meals at the Discount GMR

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PART K: TRAINING COURSE ATTENDANCE

C4500 ALLOWANCES

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem (see par. C4530) or AEA (see par. C4600); or

2. Dependent and HHG transportation to and from the training location. See pars. C4505 and C4510.

B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and

2. Common carrier transportation costs reimbursement.

NOTE: Per diem or AEA is not payable when an employee is authorized transportation reimbursement to and from the training location in par. C4500-B1 or for common carrier transportation in par, C4500-B2, except as provided in par. C4520, item 3.

C. Conference/Training at the PDS as Training Expenses. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***cannot be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***These regulations are not the authority for this payment and the payment is not a travel and transportation allowance.***

C4505 DEPENDENT AND HHG TRANSPORTATION

NOTE: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

A. Allowances Authorized

1. If the estimated round-trip transportation total cost for dependents ***(excluding per diem)*** and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.

2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. C5050-A.

3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and GOV'T obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are ***not*** authorized:

1. Per diem payment for dependent travel,

2. A house-hunting trip,

3. TQSE payment ***(see par. C5356-B),***

*4. MEA, and

5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.

2. The activity or command having jurisdiction over the employee is responsible for travel authorization/order issuance.

C4510 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

1. An employee who attends a training program away from the PDS:

a. And is transferred to a new PDS after completing the program without returning to the old PDS, or

b. En route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

c. (***But not per diem for dependents***) from the PDS to the training location NTE the total per diem or AEA payments that would have been received at the training location; and

d. per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at GOV'T expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part P purposes.

2. Before the training begins, a selected employee should be issued a PCS travel authorization/order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel authorization/order establishes the employee's authorization for the real estate transaction allowance reimbursement in Ch 5, Part P.

3. Payment of the real estate transaction allowances in Ch 5, Part P (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:

a. Successfully completed the training program,

b. Signed the service agreement required in par. C5564, and

c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.

C4515 INTERN AND/OR TRAINEE

1. When moving an intern or a trainee, the DOD component must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.

2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.

3. Because of varying circumstances, it is necessary to evaluate each individual move.

4. ***If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. C5075.***

C4520 TRANSPORTATION AND PER DIEM OR AEA

1. Transportation and per diem or an AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

2. If an employee is authorized per diem or an AEA but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEA allowed if the employee had remained at the training location. See par. C4677.

3. The employee is authorized ***round-trip*** TDY mileage or the cost of ***round-trip*** public conveyance transportation (from the residence to the training location) and per diem or AEA (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4525 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, M&IE may not exceed the applicable per diem rate authorized in Ch 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Ch 4, Part L for IE even though the total actual cost for lodging and meals and the amount authorized for IE exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part L (60 Comp. Gen. 181 (1981)). 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).

C4530 PER DIEM FOR TRAINING ASSIGNMENT

A. General. Per diem rates for all courses of instruction are determined under par. C4530 in the same manner as for any other TDY (see Ch 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A $12.50 per diem rate applies during a DOD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for GOV'T QTRS use, the $12.50 is increased by the QTRS' charge, without rounding the total to the nearest dollar.

C. Per Diem for a Training Assignment of more than 30 Consecutive Calendar Days. Per diem rates for a training assignment of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. A training assignment includes research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, IAW par. C4515. ***Any assignment under the DOD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DOD, or similar training and development programs, are primarily for training***. Per diem payments for training determined IAW instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

D. Per Diem for a Training Program

1. Training Program. Per diem allowances for a training program of more than 30 consecutive calendar days are:

*a. 55 percent of the applicable maximum daily training locality per diem rate, rounded to the next higher dollar (paid in a fixed amount plus actual lodging tax as indicated in ***NOTE 1*** below (a lodging receipt or a lease for the rental of an apartment is not required to confirm lodging cost except when necessary to confirm amount paid for lodging tax computation); except that if:

b. GOV'T QTRS are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);

c. GOV'T QTRS are used and a GOV'T dining facility/mess is used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

*d. Meals and lodgings are furnished without cost to an employee, per diem payable is $3 within CONUS, or $3.50 OCONUS when lodgings used are on a U.S. INSTALLATION (see definition in APP A) or the applicable IE allowance if lodgings are not on a U.S. INSTALLATION. See the ***NOTE*** following par. C4554-A1b for an OCONUS IE rate discussion.

****NOTE 1*: Lodging tax in the CONUS and non-foreign OCONUS areas (see APP A definitions) is limited to tax on the maximum amount prescribed for *lodging* for the training location and is a separate miscellaneous reimbursable expense in addition to the 55% per diem. Tax on lodging in foreign OCONUS areas is part of per diem and is not a separate miscellaneous reimbursable expense.**

***NOTE 2*: If an employee is transferred by PCS travel authorization/order to the long-term training location, per diem being paid ICW the training assignment stops on the date the employee is notified of the transfer. See par. C4113.**

2. Exceptions to the Prescribed Training Program Per Diem Allowances. When the 55 percent rate prescribed in par. C4530-D1a is not appropriate for a particular training assignment, a DOD component may request an exception to the 55 percent rate IAW pars. C4530-D2a and C4530-D2b. 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, availability/non-availability of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

a. Training 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.

*b. Training 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 training locality.

*c. Reimbursement for the Cost of Retained Lodging when an Employee on a Training Assignment of More than 30 Consecutive Days Takes Leave. It may be necessary for an employee on a training assignment of more than 30 consecutive calendar days to retain lodgings while on leave. The per diem rate paid while the employee is in a duty status may be adjusted to cover the retained lodgings cost (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***. The total amount paid for lodging on the duty days cannot exceed the lodging amount that would have been paid had the employee not taken leave. In an instance in which the adjusted per diem exceeds the maximum per diem rate for the TDY location, reimbursement on an actual expense basis for the lodging expense may be approved IAW Ch 4, Part M, while the amount for M&IE (55 percent of the M&IE rate for the TDY location) is paid on a per diem basis.

Example 1

a. An employee on a training assignment of more than 30 consecutive calendar days is paid per diem at the rate of $51.00 (55% of $91, the per diem applicable to the training location, rounded to the next higher dollar. The $91 rate includes $31 for M&IE and $60 for lodging).

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

c. In June the employee is scheduled to be 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 $1018.50 (30 days x $33.95), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, $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 June monthly $800 lodging cost over the 20 days during which the employee is authorized per diem.

f. The adjusted per diem is $57.05 ($40 for lodging and $17.05 for M&IE). Since $57.05 does not exceed the locality per diem rate of $91, it may be paid without an AEA.

Example 2

a. An employee on a training assignment of more than 30 consecutive days is paid a per diem at the rate of $91 (55% of $164, the per diem rate applicable to the training location, 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 and $65.70 ($91 minus $25.30) for lodging and $25.30 (55% of $46, the applicable M&IE rate) for M&IE.

c. The employee had to take emergency leave from 16 through 31 January and after returning to the training location requested reimbursement for the cost of lodgings retained 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 (31 days x $65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.

e. Since $2,100 exceeds $2,037.70, $2,037.70 is used to determine the daily lodging cost. The daily lodging cost is $135.78/day, determined by prorating the $2,037.70 over 15 days during which the employee is authorized per diem.

f. The adjusted per diem is $161.08 ($135.78 for lodging plus $25.30 for M&IE). Since $161.08 does not exceed the $164 locality rate, the $161.08 may be paid daily without an AEA.

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

PART L: PER DIEM

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 QTRS nor commercial lodging is 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 par. C4550-F3.***

B. Responsibility for Authorizing/Approving a Per Diem 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 a TDY location 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 to which 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 Lower Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a 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.*** The rate must be less than the locality per diem rate 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, the appropriate office listed in par. C4550-D or C4550-E sends a lower per diem rate authorization to the requesting official. ***The authorized lower per diem rate must be stated on the travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the original authorization/order was issued). 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 lower per diem rate for the otherwise applicable per diem rate 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 per diem rate 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 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: Civilian Advisory Panel Member, 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.

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) 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: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

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

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

CONUS Locations	Non-Foreign OCONUS Locations	Foreign OCONUS Locations
General Services Administration Office of Governmentwide Policy ATTN: Travel Mgmt Division (MTT) 1800 F Street NW, #G-219 Washington, DC 20405-0001	***Per Diem, Travel and Transportation Allowance Committee (PDTATAC)** ATTN: E&S Branch 4601 North Fairfax Drive, Suite 800 Arlington, VA 22203-1546	**Department of State** Director of Allowances State Annex 29, Room 262 Washington, DC 20522-2902

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem, 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 dwelling at the old PDS and lodged in temporary lodgings 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). ***Per diem 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 IE 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 that involves the attendee' 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. Per diem terminates at the end of the calendar day for on which 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 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 at which 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 for each travel day is the actual amount the traveler pays for lodgings, plus 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. The travel per diem rates are the responsibility of the General Services Administration, Department of State, and Department of Defense. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates. See par. C4550-F3 for the current Standard CONUS per diem rate. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

*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 specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor 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 a lodging tax amount. Lodging tax in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense. The maximum amount allowed for lodging in foreign OCONUS areas includes a lodging tax amount. Lodging tax in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.***

2. 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 IE 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 laundry/dry cleaning/ pressing clothing is not a separate 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 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 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 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 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 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 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).

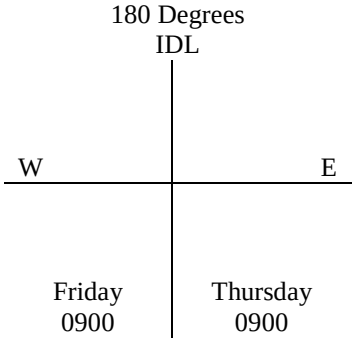
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location 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 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 per diem rate,

* (2) Standard GMR, plus $3 for IE 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 IE.

b. OCONUS. The

* (1) Applicable locality per diem rate, (use $3.50 for the IE rate, when quartered on a U.S. INSTALLATION even if a GOV'T dining facility/mess is not used, instead of the locality IE rate (see ***NOTE*** below on IE));

(2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (see ***NOTE*** below) on any day all three meals are consumed in a GOV'T dining facility/mess, or;

(3) PMR plus the IE 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 IE rate OCONUS is the applicable locality per diem rate, 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 IE 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 IE rate. In this case, locality IE 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 (to include 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 IE for that day ($3 in CONUS; or the locality IE 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 IE or the locality IE rate, 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 lodging cost 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 at which 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 lodging amount 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-Il. 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 lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998.

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS at which the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002.

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

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 Lodgings. 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 lodgings, 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 GSBCA 16699-TRAV, 17 August 2005.

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 that 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 reimbursable 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 the $45 daily apartment cost as a miscellaneous reimbursable 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 ***NOTE***)
Second thru fifth day: $95 (lodging cost) + $46 (M&IE) = $141/day x 4 days = $564 plus lodging tax (see ***NOTE***)
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 the cost of those QTRS as a miscellaneous reimbursable 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 in which lodging tax-exemption may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On a day that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem 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 IE rate (in this case, locality IE rate payment must be stated in the travel authorization/order); or

*3. The IE rate 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 IE 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. 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 IE portion of per diem for OCONUS areas is $3.50 instead of the locality IE rate or the locality concerned. The AO can determine that the $3.50 is not adequate and authorize/approve the locality IE rate. In this case, locality IE 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 QTRS charge. ***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 for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the debarkation/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 QTRS are provided 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 lodgings ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount 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 may not exceed the applicable maximum per diem rate 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 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 furnished meals cost, 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. M&IE. 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 at which 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 assignment of more than 180 consecutive calendar days at one location is 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. A per diem rate determined IAW the instructions in par. C4560-B1 is payable in a fixed amount. See par. C4430 for time limitation and authority 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 55 percent of the applicable maximum daily TDY locality per diem rate 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:

*1. 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

*2. 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

*3. 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 IE rate if lodgings are not on U.S. INSTALLATION. See the ***NOTE*** following par. C4554-A1b for an OCONUS IE rate discussion.

****NOTE 1: Lodging tax in CONUS and non-foreign OCONUS areas (see APP A definitions) is limited to tax on the maximum amount prescribed for lodging for the TDY location and is reimbursable in addition to the 55% per diem.***

NOTE 2: Lodging tax in foreign OCONUS areas is part of per diem and is not separately reimbursable. The OCONUS fixed per diem rate includes the lodging tax. For example, 55% of $300 ($194/ $106) = $165/day which is the fixed 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. 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 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 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.

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% x $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 M&IE and $33.95 ($51.00 minus $17.05) for lodging.

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

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

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

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

Example 2

a. An employee on a long-term TDY is paid a $91 per diem rate (55% of $164, the per diem rate, rounded to the next higher dollar. The $164 rate includes $118 for lodging and $46 for M&IE.

b. The $91 per diem paid the employee consists of $25.30 (55% of $46, the applicable M&IE rate) for M&IE 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.

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 at which the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, 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 that exceed those that 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 at which 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 at which the leave of absence was interrupted to the place at which 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 (1960)).

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 at which 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. Lodging tax in foreign OCONUS locations is not a separate miscellaneous reimbursable expense

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. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See 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 per diem rate 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 the lodging cost ($40) plus 75% of the M&IE rate ($39) ($29.25) for that day; pay $69.25. **Days 2 - 6** - the applicable per diem is lodging cost ($40) plus the M&IE rate ($39) times the number of days 5; pay $395. **Days 7 - 8** - the applicable per diem is the lodging cost ($4) plus the M&IE rate ($39) 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 for Goteborg, Sweden at the time the employee traveled was $256 maximum ($143/ $113). The employee's authorized per diem is computed as follows:

1st Day	Travel day with no lodging expense	$113 x 75% (M&IE for Goteborg) =	$ 84.75
2nd Day	Arrival day	$4 (GOV'T QTRS charge) + $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
3rd-7th Day	TDY at Goteborg $23 (incidental rate for Goteborg)	$4 (GOV'T QTRS charge) + $23 (3 deductible meals furnished each day without charge (see par. C4554-B) = $27/day x 5 days =	135.00
8th 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						
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. INSTALLATIO N – 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 the cost of lodging NTE the rate prescribed for that location. The fixed about 55% rate authorized for long-term TDY/ training does not apply on travel day to that location.

Quick Reference - Per Diem						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(2) Whole Days of Travel in CONUS						
	A	**B**	**C**	**D**	**E**	**F**
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. INSTALLATION) on day after departing PDS.	**Traveled overnight & arrived at CONUS TDY locality (on U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.**	**Each whole day at CONUS TDY locality (not on U.S. INSTALLATIO N).**	**Each whole day at a CONUS TDY locality (on U.S. INSTALLATIO N) when traveler occupies GOV'T QTRS.**	**Each whole day at a CONUS TDY locality (on U.S. INSTALLATIO N) when traveler elects not to occupy available GOV'T QTRS.**	**Each whole day at a CONUS long-term TDY or training location at which the employee is authorized a fixed per diem at about 55%.**
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 rate plus $3 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed 55% rate without itemization or receipts for meals, lodgings or IE. [2/ 6/8/]

Quick Reference - Per Diem						
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. INSTALLATIO N).**	**Each whole day at an OCONUS TDY locality (on U.S. INSTALLATIO N). Traveler occupied GOV'T QTRS.**	**Each whole day at an OCONUS TDY locality (on U.S. INSTALLATIO N) when traveler elects not to occupy available GOV'T QTRS.**	**Each whole day at an OCONUS long-term TDY or training location at which the employee is authorized a fixed per diem at about 55%.**
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 diing 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 55% rate without itemization or receipts for meals, lodgings or IE. [5/ 6/8/]

Quick Reference - Per Diem					
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 at which fixed per diem at about 55% 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/]	The cost of lodging based on the locality rate at which lodging was obtained if authorized/ approved by the AO plus 75% of the M&IE rate. See par. C4553-D2c(4).	75% M&IE rate for the TDY/training locality. The fixed rate abour 55% does not apply on return day to the PDS.

Footnotes

1/ GMR/PMR and the $3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling.

*2/ Lodging tax ***is a*** separate miscellaneous reimbursable expense for lodging in CONUS and non-foreign OCONUS areas because tax is not included in the applicable maximum lodging amount.

*3/ The AO can determine that $3.50 is not adequate on a U.S. INSTALLATION and authorize/approve the IE rate for the TDY locality**.** TDY locality IE rate payment must be stated in the travel authorization/order.

4/ For OCONUS travel the AO can determine that an IE allowance of $3.50, in lieu of the presecribed TDY locality IE, is adequate for anticipated expenses when the traveler is not lodged on a U.S. INSTALLATION. The OCONUS IE of $3.50 may be authorized and must be stated in the travel authorization/order.

5/ Lodging tax ***is not*** 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/pressing of clothing when travel is ***within CONUS is reimbursable*** under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning/pressing of clothing ***is not*** separately reimbursable when travel is ***OCONUS*** because an amount is provided in the OCONUS per diem 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/order 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. Per diem 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/are authorized a safe have allowance computed using the 'Lodgings-Plus' per diem computation method for each day 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 is intended to cover, see the APP A definition of PER DIEM 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/relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend/relative***. This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend/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 for an employee/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem 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 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.

*2. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a separate miscellaneous reimbursable expense in addition to per diem.

*3. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a separate miscellaneous reimbursable expense. Tax is part of the lodging cost. The cost of a value added tax (VAT) relief certificate is a separate miscellaneous reimbursable expense 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 deps	$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 and 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, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). Determine the maximum daily amount starting on the 31st 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 deps	**$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 and 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 M: AEA

C4600 GENERAL

*****An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of Part L per diem, or the per diem rates. ***An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.***

C4602 JUSTIFICATION

*An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,

2. Of special duties, or

3. Costs for items in par. C4610-A have escalated temporarily due to special/unforeseen events.

C4604 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed;

2. Should be stated in the travel authorization/order when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);

4. An authorization/approval covers individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

C4606 LIMITATIONS

1. Authority to prescribe an AEA is not blanket authority to authorize/approve automatic AEA for all travel to an area.

2. 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' travel authorization/order.***

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DOD Component concerned should submit a request (see par. C4551) for a per diem rate adjustment.

4. The definitions and rules applicable to the traveler's authority for per diem under Chapter 4, Part L while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant AEA authorization/approval include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:

a. Missile launch,

b. Sports event,

c. World's fair,

d. Convention,

e. Natural disaster, or

f. Similar event;

3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;

4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations);

5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and

6. In similar situations.

B. Travel with Certain Dignitaries. Without further unusual/extraordinary requirements demonstration, AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in APP L, par. E.

C4610 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem as defined in APP A.

B. Expenses Not Allowed. The following expenses are not allowed. Meal cost:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;

2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends (B-189622, 24 March 1978); or

3. Purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity to which the traveler is accustomed is a personal preference matter and is not a "justifiable reason". See B-193504, 9 August 1979 and B-192246, 8 January 1979.

C4612 AEA REQUEST

A. General

1. An AEA request should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:

a. Specific reason for travel (see APP H for general travel purposes);

b. Senior party traveler identity (civilian or uniformed), including grade, full name, SSN and Service branch/employing DOD component;

c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and Service branch/employing DOD component;

d. Proposed itinerary showing locations at which an AEA is required, the estimated duty duration at each location, and the travel dates;

e. Information available that indicates the expenses that may be incurred, AEA amount necessary, and/or reasons why locality per diem does not suffice;

f. A reimbursement limitation recommendation; and

g. A PoCs name and phone number (commercial (and DSN with area code if available)) for the request.

2. ***Vouchers/receipts are not submitted with the AEA request.***

3. Allowance uniformity must be ensured (if possible) among Uniformed Service members, civilian employees, and others traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

B. Submission Channels. See APP L.

C4614 150% MAXIMUM AEA

*****A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate (rounded to the next higher dollar).

*****B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

*****1. 150% of the per diem rate; or

*****2. $50 plus the locality per diem rate.

See APP L for a list of who may authorize/approve an AEA NTE 150%.

C4616 300% MAXIMUM AEA

*Daily maximums for any TDY travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) may be authorized/approved if required to meet mission-associated expenses.

See APP L for a list of who may authorize/approve an AEA NTE 300%.

C4620 OVER 300% MAXIMUM AEA

An AEA in excess of 300% cannot be authorized for a traveler covered by these regulations.

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Depending on what AEA level is authorized/approved, reimbursement for M&IE must not exceed:

a. 150% of the M&IE rate for the TDY location,

b. $25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. C4614-B2, or

c. 300% of the M&IE rate for the TDY location when authorized/approved under par. C4616.

B. IE. When GOV'T QTRS are available on a U.S. INSTALLATION (see APP A), the maximum reimbursement for IE is:

1. CONUS. $3 in CONUS, and

2. OCONUS

a. $3.50 OCONUS for all full TDY days, except the days travel begins/ends, or

b. The locality IE rate when the AO determines the $3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' method (see par. C4553) while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. Example

a. A traveler is authorized/approved an AEA for lodging.

b. The traveler is paid M&IE on a per diem basis. M&IE itemization is not required when M&IE is paid on a per diem basis.

c. The locality per diem rate is $60 (lodging) + $46 (M&IE) = $106 (Total).

d. The AEA must not exceed 150% of the ***total*** locality per diem rate.

e. The AEA for the maximum amount allowed for ***lodging*** is computed as follows:

(1) $106 (Total Per Diem) x 150% = $159

(2) $159 - $46 (M&IE) = $113 maximum allowed for lodging.

***NOTE*: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).**

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058-4) and/or meals for TDY travelers, and AEA reimbursement is authorized/ approved, the total daily amount paid by the GOV'T to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE may not exceed the daily maximum authorized under pars. C4614, C4616, and C4620 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), meals and incidental expense itemization is not required.

C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case may the amount reimbursed be more than the amount authorized/approved in an AEA authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; actual expense reimbursement for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expenses items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include clothing laundry/dry-cleaning/pressing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in APP A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal clothing laundry/dry-cleaning/pressing (***not after returning to PDS***) is:

a. A separate miscellaneous reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive CONUS TDY lodging nights, or

b. Not a separate miscellaneous reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rate/AEA authorized/approved for OCONUS travel.

3. **OCONUS Example**: A traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a $32 dry-cleaning cost on Friday. The $32 cost is averaged over the 8-day TDY and the traveler may indicate that $4 was paid daily.

4. **CONUS Example**: A traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a $40 dry-cleaning bill. The $40 cost is averaged over the 10-day TDY and the traveler may indicate that $4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/ or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.

2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an AEA basis and on an actual expense and per diem basis on the same trip:

NOTES:

****1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax is a separate miscellaneous reimbursable expense (see APP G) in CONUS and non-foreign OCONUS areas in addition to AEA.***

****2. The maximum amount allowed for lodging in foreign OCONUS areas/countries includes a lodging tax amount. Lodging tax in foreign OCONUS areas/countries is part of per diem/AEA and is not a separate miscellaneous reimbursable expense.***

EXAMPLE 1
AEA– single TDY location
AEA authorized for lodging and M&IE paid on a per diem basis.

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146.00 Lodging - $99 M&IE - $47.00	AEA authorized NTE $219 ($146 x 150%) Lodging NTE $172 ($219 - $47) M&IE - $47

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
10 Aug	Residence	TDY	$130.00
11-12 Aug		At TDY Station, Lodging - $130/day x 2 days =	$260.00
13 Aug	TDY	Residence	
Date	**REIMBURSEMENT** (denotes AEA computation)		**Amount**
10 Aug	$47 x 75% = $35.25 + $130 =		$165.25
11-12 Aug	$47 + $130 = $177/day x 2 days =		$354.00
13 Aug	$47 x 75% = $35.25		$35.25
Total Reimbursement			**$554.50**

EXAMPLE 2
AEA to multiple CONUS TDY locations A, B, and C
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, $296($248.50 = $249/ $47).
Location B – Lodging and M&IE paid on a per diem basis, $108 ($77/ $31).
Location C – Lodging and M&IE paid on a per diem basis, $116 ($77/ $39).

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location 'A' Per Diem w/o AEA	**CONUS TDY Location 'A' Per Diem Rate w/AEA**
Maximum Per Diem - $197 Lodging - $150, M&IE - $47	AEA authorized NTE $295.50 ($197 x 150% = $295.50 = $296) Lodging NTE $249 ($296 - $47) M&IE - $47

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
7 Sep	Residence	TDY, Location A	$170
8 Sep		TDY, Location A	$170
9 Sep	TDY, Location A	TDY, Location B	$70
10 Sep		TDY, Location B	$70
11 Sep	TDY, Location B	TDY, Location C	$75
12 Sep	TDY, Location C	Residence	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
7 Sep	$47 x 75% = $35.25 + $170 (AEA lodging) TDY Location A =	$205.25
8 Sep	$47 + $170 (AEA per diem rate) =	$217.00
9-10 Sep	$31 + $70 = $101/day x 2 days, TDY Location B =	$202.00
11 Sep	$39 + $75, TDY Location C =	$114.00
12 Sep	$39 X 75% =	$29.25
Total Reimbursement		**$767.50**

EXAMPLE 3
AEA for two CONUS TDY locations A and B
Location A – Lodging and M&IE paid on a per diem basis, $110 ($71/ $39).
Location B – AEA authorized for lodging, M&IE paid on a per diem basis, $198 ($159/ $39) AEA.

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA forM&IE above the authorized/approved level (150% or 300%).

CONUS TDY Location 'B' Per Diem w/o AEA	**CONUS TDY Location 'B' Per Diem Rate w/AEA**
Maximum Per Diem - $132 Lodging - $93 M&IE - $39	AEA authorized NTE $198 ($132 x 150% = $295.50 = $198) Lodging NTE $159 ($198 - $39) M&IE - $39

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
1 Oct	Residence	TDY, Location A	$70
2 Oct		TDY, Location A	$70
3 Oct	TDY, Location A	TDY, Location B	$120
4 Oct	TDY, Location B	Residence	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
1 Oct	$39 x 75% = $29.25 + $70, TDY Location A =	$99.25
2 Oct	$39 + $70 =	$100.00
3 Oct	$39 + $120 (AEA), TDY Location B =	$159.00
4 Oct	$39 x 75% =	$29.25
Total Reimbursement		**$396.50**

EXAMPLE 4
AEA for multiple CONUS and OCONUS TDY locations A, B, and C
CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, $254 ($208/ $46).
OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, $294 ($209/ $85).
OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, $365 ($293.50 = $294/ $71) AEA

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA forM&IE above the authorized/approved level (150% or 300%).

OCONUS TDY Location 'C' Per Diem w/o AEA	**OCONUS TDY Location 'C' Per Diem Rate w/AEA**
Maximum Per Diem - $243 Lodging - $172 M&IE - $71	AEA authorized NTE $365 ($243 x 150% = $364.50 = $365) Lodging NTE $294 ($365 - $71) M&IE - $71

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
5 Aug	Residence	TDY, Location A	$200
6 Aug		TDY, Location A	$200
7 Aug	TDY, Location A	TDY Location B	$205
8-9 Aug		TDY Location B – Lodging $205 x 2 days	$410
10 Aug	TDY, Location B	TDY, Location C	$200
11 Aug		At TDY Location C	$200
12 Aug	TDY, Location C	Residence	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
5 Aug	$46 x 75% = $34.50 + $200, TDY Location A =	$234.50
6 Aug	$46 + $200 =	$246.00
7-9 Aug	$85 + $205 = $290/day x 3 days, TDY Location B =	$870.00
10-11 Aug	$71 + $200 = $271/day x 2 days, TDY Location C (AEA per diem) =	$542.00
12 Aug	$71 x 75% =	$53.25
Total Reimbursement		**$1,945.75**

EXAMPLE 5
AEA Single TDY location
AEA authorized for lodging and M&IE.
When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This rule applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1007-A2.

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146.00 Lodging - $99 M&IE - $47.00	AEA authorized NTE $219 ($146 x 150% = $219) Lodging NTE $149 ($99 x 150 = $148.50 = $149, add .50 cents) M&IE - $70 ($47 x 150% = $70.50 = $71, reduce to $70)

ITINERARY

Date	**Depart**	**Arrive**	**Meals and Incidentals**	**Lodging**
10 Aug	Residence	En route/TDY	Dinner - $25	$130.00
11 Aug		At TDY Station	Breakfast - $6, Lunch - $10, Dinner - $24, Incidentals - $3	$130.00
12 Aug		At TDY Station	Breakfast - $15, Lunch - $20, Dinner - $40, Incidentals - $3	$130.00
13 Aug	TDY	Residence	Breakfast - $5, Lunch $12	

Date	**REIMBURSEMENT** (denotes AEA computation)	**Amount**
10 Aug	$25 + $130 =	$155.00
11 Aug	$43 + $130 =	$173.00
12 Aug	$78 + $130 = (Total reimbursement is limited to maximum daily AEA $70 M&IE)	$200.00
13 Aug	$17	$17.00
Total Reimbursement		**$545.00**

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 an 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		
• ***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.		
'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 =	$ 29.25
	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		
• ***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.		
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
The 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 =		$ 84.25
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. ***NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.***		
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 per diem for Friday + $84.25 per diem for Sunday = $113.50 $113.50/person (per diem for Friday and Sunday) x 2 people = $227 per diem $227 (per diem) + $180 (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)

- ***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.**

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.

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.

The traveler is due $399.00 (constructed cost) which is less than the actual cost.

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		
• ***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.		
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/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)) exceed the official TDY location rate, 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 transportation expense reimbursement.*** The traveler is authorized only per diem-related expenses based on the TDY location per diem rate and any miscellaneous reimbursable expenses that would have been allowable had the 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 personal belongings quantity, the establishment's ability 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

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% x $34 (M&IE) = $18.70	55% x $66 (Lodging) = $36.30	Total = $55 or 55% of $100 = $55

3. The traveler is reimbursed $36.30/day x 30 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

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 days x $36.30/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

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 days x $36.30/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 nights x $36.50/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 O: OCCASIONAL MEALS AND/OR LODGING

C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)

*Even if lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, a traveler may incur expenses for occasional meals and/or lodgings. The travel approving/ directing official may authorize/approve the actual amount paid up to the PMR (no IE) in par. C4554-A for meals and/or payment for lodging up to the maximum lodging per diem rate when the traveler is required to purchase these items when not authorized per diem. See Ch 4, Part M if the lodging/meal costs exceed the maximum rates.

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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. Employee-married-to-member couples, 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, and the traveler modifies transportation using POC and 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 applies for any CONUS city/county location not identified in the CONUS per diem rates.

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 per diem rate applies for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

3. ***Effective 1 October 2008*** the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$70	$39	$109

*4. OCONUS Travel. The maximum per diem rate applies to OCONUS travel. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

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 lodgings 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 a lodging tax amount. Lodging tax in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense. See APP G. The maximum lodging amount allowed in foreign OCONUS areas includes lodging tax. Lodging tax in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.***

2. 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, , 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 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 par. C5060-E3 for the current Standard CONUS per diem rate.

I. Per Diem Computation Examples

1. Example 1

PCS Travel		
NOTE: See 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 POA, 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) , see par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($39) for a total of $87.25.		
Day 2, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($39) for a total of $39.		
Day 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $70 plus the M&IE rate ($39) times 6 days for a total of $654.		
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($39) 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 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 POA, 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), 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 lodging cost ($59 and $53) NTE $70 for each day plus the M&IE rate ($39) 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 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 POA. 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 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 POA 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 x 2) =		$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 rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate. Day 1 (departure day), the applicable per diem rate is $127 lodging cost plus 75% of the OCONUS locality M&IE rate ($156) for a total of $244. Day 2, the applicable per diem rate is the lodging cost ($125) plus the OCONUS M&IE rate ($72) 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 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 ***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.***		
$78.00 (M&IE) rate x 75% for new PDS location =		$58.50
Total reimbursement =		$58.50
Per diem for the accompanying spouse is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee ($58.50) =		$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

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.

*3. See 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	+ $10.00
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	+ $10.00
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). ***No per diem is payable on the employee's behalf for the employee's second trip.*** 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 the hiring process includes PCS allowances:

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 SIT,

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 lodgings 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 transfer.

4. Agreement Requirement. 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) IAW par. C5080. 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. PCS allowances IAW U5080 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 POA, 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:

Location	**Effective Date**	**Biennial Re-certification Date**
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 authorized/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. 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. Employee requirements:

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 which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F are met for a short distance transfer.

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

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

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

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SECTION 2: PCS TRANSFERS

C5105 TRANSFER TO AND WITHIN CONUS

A. When Authorized

1. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.

2. See Ch 5, Part M for spouse house-hunting trip incident to an employee's transfer.

3. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

B. Origin and Destination

1. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. Reimbursement may not exceed the GOV'T's costs over a usually traveled route between the old and new PDSs.

4. Travel to a first PDS may not exceed the GOV'T's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Ch 2 for authorized transportation mode and routing for dependent travel. A dependent, traveling by POC, may travel with the employee or independently.

* D. Expenses Authorized. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized, subject to the conditions and limitations for travelers in Ch 2. Miscellaneous reimbursable expenses in APP G are reimbursable.

E. Travel Authorization/Order. The travel authorization/order for an employee's transfer must include dependent transportation authorization.

F. Time Limitation ***(Exceptions in par. C1057)***. Dependent travel to a new PDS to establish residence there:

1. Must begin within 2 years after the date an employee reports for duty at the new PDS, and

2. Should begin at the earliest practicable date.

C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized ICW:

1. A current employee's PCS,

2. The initial appointment of certain employees, and

3. RAT.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS

(1) When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both.

(2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See par. C6005-C, par C6010-C or Ch 5, Part R for exceptions.

(3) The GOV'T's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

(4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in GOV'T/GOV'T-controlled QTRS or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the QTRS before dependent travel to an OCONUS PDS is authorized.

(5) For mandatory QTRS vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

b. Between OCONUS PDSs. When an employee is:

(1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

(2) Authorized travel to the actual residence the dependent may return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

b. OCONUS Recruitment . When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:

a. Meets the conditions in par. C5566, and

b. Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

4. Renewal Agreement Execution to Serve an Additional OCONUS Tour

a. An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

b. Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

c. An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel

1. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.

2. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authorization from the OCONUS command and advise the activity responsible for processing the employee.

3. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.

4. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization/order must be amended to provide for dependent travel at the time of dependent travel authorization.

5. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any appropriate mode specified in Ch 2.

*E. Expenses Authorized. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized, subject to the conditions and limitations for travelers in Ch 2. Miscellaneous reimbursable expenses in APP G are reimbursed.

F. Travel Authorization. Authorization for dependent's travel must be included in:

1. The employee's travel authorization/order,

2. An amended travel authorization/order, or

3. A supplemental travel authorization/order issued IAW par. C5110-C.

G. Time Limit

1. General

a. Dependent travel must begin within 2 years after the employee's PCS/initial OCONUS appointment effective date.

b. For an employee who enters active military duty any time before the 2-year period ends, the time spent in military service is not included in the 2 years.

c. When an employee is assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.

d. Travel should be completed at the earliest practicable date.

e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

f. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DOD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the GOV'T's best interest. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5110-G2.

4. Locally Hired Employee. The time limit in par. C5110-G2 applies to dependent travel of any employee hired locally who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

C5115 TRAVEL FROM AN OCONUS AREA

A. General

1. Authority for dependent(s) travel from OCONUS at GOV'T expense is determined by:

a. An employee's transportation eligibility, or

b. The appropriate OCONUS command when the GOV'T's best interest is served by the dependent(s) early return. See par. C5450 for dependent early return.

2. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for GOV'T-funded travel.

3. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must ***not*** be authorized.

4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at GOV'T expense as the employee's dependent.

5. A former dependent's travel is authorized when the employee:

a. Is assigned to a U.S. PDS;

b. Travels to the actual residence in the U.S. for separation; or

c. Travels to the U.S. pursuant to renewal agreement.

See pars. C5115-C, C5115-D1a, C5115-D2, and C5545.

6. Return to the U.S. may be authorized at GOV'T expense for the early return of a dependent(s) (other than for compassionate reasons). See par. C5450.

7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.

8. Return travel authorization/order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

B. When Authorized. Dependent travel may be authorized ICW:

1. A PCS, or

2. Return for separation.

See par. C5115-C.

C. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

(1) At the employee's OCONUS PDS,

(2) A place other than the OCONUS PDS, or

(3) Partially at both.

2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

3. The GOV'T's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T.

(1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the GOV'T, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(2) Travel costs to an alternate destination anywhere in the world may be allowed.

(3) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(4) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the GOV'T. See par. C5115-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the GOV'T.

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the GOV'T.

(2) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

D. Evacuation. See Ch 6 for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Ch 2 for authorized routing and modes of dependent transportation.

*F. Miscellaneous Reimbursable Expenses. See APP G - PCS column - for authorized miscellaneous reimbursable expenses ICW dependent travel from OCONUS areas.

G. Travel Authorization. Dependent travel authorization must be included in the travel authorization/order issued for the employee, except in situations when a separate travel authorization/order is required for dependent early return to the actual residence (see par. C5450) or evacuation for movement (see Ch 6).

H. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the employee's PCS or return for separation effective date. If practicable, a dependent should travel with the employee, or as soon as appropriate transportation is available.

2. PDS Reassignment. Dependent travel must not begin later than 2 years after the effective date of transfer (See APP A) to a new PDS, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. Return for Separation

a. When an employee returns for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

b. The employee must submit a written request for delayed travel.

c. Costs for unauthorized delays are the employee's personal financial responsibility.

See par. C5085-C.

SECTION C3: DEPENDENT STUDENT TRAVEL

C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL

***NOTE*: Par. C5120 parallels State Department regulations and NOT the JFTR.**

A. Authority and Eligibility

1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials" at ***http://www.dtic.mil/whs/directives/***.

2. DOD 1400.25-M, SC 1250.5.1 authorizes educational travel, prescribed in DSSR Section 280, for a dependent student of a DOD civilian employee assigned in a ***foreign area*** for travel to and from a school offering a full-time course of secondary (in lieu of an education allowance), or post-secondary education.

3. Travel may be to and from a school. See ***http://aoprals.state.gov/content.asp?content_id=250&menu_id=81.***

4. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. DODEA Student Activity Travel

1. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

2. The Director, DODEA, or designee determines appropriate activities.

3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

4. ***Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.***

C. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to Dependent Student Travel:

Example **Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280** See pars. C4553-D, C5120 and C5125-D.				
****NOTE*: Dependent student travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-D1a and C4553-D1b.***				
1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS.				
2. Itinerary:	8/14 8/14	Depart OCONUS residence at 0730 Arrive at CONUS lodging at 2130		
	8/15-5/15	Per diem is not authorized.		
	5/16	Depart CONUS lodging at 1300		
	5/17	Arrive OCONUS residence at 0915		
3. The dependent student is authorized per diem while traveling to/from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.				
4. The locality per diem rate for the CONUS destination at the time of travel was $158 ($107/ $51).				
5. Reimbursement:		8/14	75% x $51 (M&IE) =	$38.25
		8/15 – 5/15	no per diem	$ 0.00
		5/16 – 5/17	75% x $51 (M&IE) =	$38.25
Total Reimbursement				**$76.50**
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate ($51) is used to compute per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours but less than 24 hours.				
7. Par. C4553-D1a applies to the return trip from CONUS to OCONUS which was for more than 12 hours, but not exceeding 24 hours, over 2 calendar days. The CONUS locality M&IE rate applies for the return trip.				
8. Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel.				

C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES

A. Student Travel. Transportation and per diem/AEA, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has a disability, or may be considered as having a disability, under DODI 1342.12, when competent medical/educational authority requests a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority requests that one or both of the student's parent(s)/ guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem/AEA are similarly authorized for the parent(s)/guardian(s).

SECTION C4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

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

1. General

a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.

b. ***The prohibition on paying per diem for travel of 12 or fewer hours applies.***

c. If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDSs.

d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.

e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.

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

a. Maximum per diem rate for the spouse is three-fourths of the employee's rate. See par. C4553.

b. Minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently

a. Different Travel Dates. When an employee and spouse travel independently of each other, the

(1) Maximum per diem rate for the spouse is the same as the employee's had they traveled together.

(2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse's travel.

b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse

a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:

(1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and

(2) One-half of the employee's per diem rate for a dependent under age 12.

b. Minimum Per Diem Rate. The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

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

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

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

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

1. Of a new appointee assigned to a first PDS;

2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. Authorized transportation to/from an employee's training location IAW par. C4500 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Ch 5, Part M to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4553.

2. Employee and Spouse Travel Together. When the employee and spouse travel together IAW Ch 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed using par. C4553.

3. Limitations. ***A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.***

E. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Ch 6.

F. Student Dependent Travel to Attend School. When a student dependent, in a foreign area, travels to/from school using par. C5120:

1. Per diem is authorized for required travel time by the authorized transportation mode IAW par. C4553-D,

2. The maximum per diem rates in par. C5125-A do not apply to travel to/from school, and

3. Prohibitions in par. C4552-F are applicable.

G. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

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

B. Examples

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

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

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

SECTION 1: GENERAL

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See APP A for the definition of HHG transportation.

C5152 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;

2. A new appointee to the first CONUS/OCONUS official duty station;

3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;

4. An SES employee authorized last move home benefits (FTR §302–3.304);

5. An employee authorized a temporary change of station (TCS).

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.

2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302–8.1)

   (a) CONUS isolated PDS;

   (b) OCONUS PDS to which HHG transportation is limited;

   (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or

   (d) Temporary change of station (TCS) (see par. C5715-B3).

3. HHG transportation may be authorized for a PCS before the PCS travel authorization/order is issued; however, the PCS travel authorization/order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

4. NTS of HHS is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304.

NOTE: Under no circumstances may the GOV'T pay any expenses associated with excess weight.

*C. Professional Books, Papers, and Equipment (PBP&E). See the APP A definition.

*1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4).

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

*a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.

*b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.

*c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS.

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight . See par. C5170-D.

*e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost not to exceed the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.17). See par. C5167-C for HHG transportation from OCONUS to CONUS PDSs.

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.

2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.

3. The employee's PCS travel authorization/order should show the consumable items authorized weight allowance in APP F.

4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. See GSBCA 16131-RELO, 21 July 2003. ***Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.***

F. HHG Transportation Expenses

1. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

d. SIT NTE 90 days, as applicable. See par. C5190-B1.

NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 2-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C.

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

a. Exceeding the authorized weight allowance;

b. Transportation between other than authorized locations;

c. Transportation of articles that are not HHG, (See APP A, definition of Household Goods);

d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);

e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.

f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. ***See DOD 4500.9-R (DTR, Part IV) Ch 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.***

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DODFMR, Volume 9, for information on submitting travel vouchers and the forms to be used.

2. Documents

a. PCS Travel Authorization/Order. Travelers should be prepared to attach one or more PCS travel authorization/order copies to the voucher. Follow DODFMR procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Individual paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (see APP A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY travel authorization/order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. A shipment originates at the last PDS and the remainder originates at one or more other points;

3. The destination is the new PDS or another point; or

4. The destinations for the HHG are the new PDS and one or more other points.

NOTE: The total amount paid by the GOV'T must not exceed the cost of transporting the HHG in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee Married to an Employee or to a Uniformed Service Member

1. An employee married to another employee or to a uniformed service member retains HHG transportation and storage allowances if a PCS travel authorization/order is issued to the employee – even though the other spouse (employee or uniformed member) may also have a PCS travel authorization/order. See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975). See JFTR, par. U5012-C for HHG transportation for a uniformed member married to a civilian employee when both are authorized HHG shipments to the same new PDS.

Example 1. An employee and the employee's uniformed member spouse each receive a PCS travel authorization/order. The member's PCS weight allowance is 12,500 lbs. See JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs. See par. C5154-B. Together they may ship 30,500 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

Example 2. An employee-married-to-another-employee couple each receive a PCS travel authorization/ order. Each employee's PCS weight allowance is 18,000 lbs. See pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG. ***Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See GSBCA 16608-RELO, 3 August 2005.***

K. HHG Transportation between Local Residences

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written travel authorization/order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. See B-138678, 22 April 1959 and 52 Comp. Gen. 293 (1972).

NOTE: SIT is not authorized.

2. Local Transportation Costs

a. Local transportation costs are charged to the command authorizing the transportation.

b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.

c. If an adequate scale is not available, the excess weight is determined by using the constructed weight. See par. C5170-D.

d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5168) do not apply to this HHG transportation authorized.

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SECTION 2: HHG TRANSPORTATION

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period must be:

1. For reasons beyond the employee's control, and

2. Authorized/approved by the Headquarters of the DOD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new service agreement is not required.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS travel authorization/order prior to authorizing a transportation method on that PCS travel authorization/order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

B. UB

1. General

a. UB weight is part of the total authorized HHG weight allowance.

b. UB is defined in APP A.

c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the UB weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5170).

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

(1) The UB total transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

(3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

(1) Transportation by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the UB is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays Transportation Service Providers (TSPs)/carriers directly for transportation. A PCS travel authorization/order must state:

a. The HHG transportation authority, and

b. That the HHG are to be transported by a GOV'T-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee must make the necessary arrangements for the HHG move, pay for the move, and reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same weight of HHG. See par C1101 for allowable travel advances.

3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight transported (NTE the maximum weight (18,000 lbs)). The OCONUS cost is constructed using the single factor rate. Rates can be obtained from the SDDC website at: ***http://www.sddc.army.mil/public/Personal+Property/***.

D. Commuted Rate (FTR §302-7.13)

*1. Applicability. The commuted rate system may be used only for interstate HHG shipments between CONUS PDSs. The commuted rate system is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) (Internet address ***http://www.gsa.gov/travelpolicy***) for carrier services provided, including:

a. Transportation,

b. Packing,

c. Unpacking,

d. Crating,

e. Drayage, and

f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables. Go to the GSA Internet website (***http://www.gsa.gov/travelpolicy***) and click on Commuted Rate (under Travel Management). For a copy of the schedule, click on commuted rate schedule at the bottom of page.

NOTE: The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may ship HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and

2. Cost of GOV'T-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the GOV'T pays must:

a. Be only for HHG within the employee's authorized HHG weight allowance;

b. Not exceed the GOV'T-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when GOV'T-arranged move is available; and

c. Be made on U.S. flag carriers, when reasonably available.

2. HHG may not be moved at GOV'T expense when:

a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

b. The employee violates the agreement under which the HHG originally were transported,

c. The employee has no transportation at GOV'T expense authorized by this Volume, or

d. Authorized transportation does not begin within the prescribed time limits.

3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS to-CONUS PCS travel authorization/order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

2. If the estimated costs are more than $100 different, the more economical method must be authorized on the PCS travel authorization/order.

3. An employee's request for a particular method is the determining factor if the costs are within $100 of each other.

4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.

5. If the cost comparison is not made, and/or if the PCS travel authorization/order does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).

6. The chart below details considerations when determining a transportation method to authorize on a PCS travel authorization/order.

CONSIDERATIONS (FTR §302-7.14)		
Method	**Advantages**	**Disadvantages**
Commuted Rate	1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The GOV'T cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. ***Commuted rate method does not apply to intrastate moves***; and 4. ***Commuted rate method may not fully reimburse employee's out-of-pocket expenses.***
Actual Expense	1. The GOV'T may take advantage of special discounts offered.	1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Travel Regulation (DTR), DOD 4500.9-R, Part IV.

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. **NOT USED**

C. **NOT USED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the GOV'T, and may not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased***. The net weight of such shipments is charged against the employee's weight allowance.

F. Mobile Home Allowances. See par. Ch 5, Part F.

G. HHG Transportation before a PCS Travel Authorization/Order Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization/order is issued, but the PCS travel authorization/order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

H. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 2 years from the employee's report date at the new PDS under par. C1057, C5080-E, or C5750-C authority IAW Agency/Service regulations. See CBCA 524-RELO dated 21 March 2007 ***(http://www.cbca.gsa.gov/2007Relo/s524-RELO.pdf)***.

NOTE: An employee's report date is the date the employee actually reports for work.

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska***.

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 2 years) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the employee's separation effective date.

(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days at GOV'T expense cannot be authorized/approved except as noted in par. C5191.***

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5167 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION/ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.

4. When the travel is to a first PDS, the GOV'T's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return. See pars. C5115 and C5450.

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization/order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

(1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***GOV'T transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

(1) HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination must not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. Similarly, reimbursement for transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's service agreement (CBCA 1162-RELO, 1 July 2008).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

SECTION 3: HHG WEIGHT

C5168 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)

A. Policy. When GOV'T furnishings are provided at an OCONUS location, HHG transportation at GOV'T expense to or from such an OCONUS location ordinarily is limited to 4,500 pounds net weight, not including UB weight. ***NOTE: A travel authorization/order permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be transported at GOV'T expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.

2. When an employee is advised that an item of GOV'T furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable GOV'T furnishings is added to the 4,500 pounds.

3. If all GOV'T furnishings are required to be returned to the GOV'T and/or the GOV'T furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

4. The AO or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:

a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;

b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;

c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or

d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Transportation from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS at which GOV'T-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,

2. Is 60% of the gross weight, and

3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;

2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,

2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or

3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See ***NOTE*** 2 below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,

2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

C5175 EXCESS CHARGES

A. Policy

1. GOV'T's Financial Responsibility

a. The GOV'T must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.

b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. (FTR §302-7.200)

2. Employee's Financial Responsibility

a. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: Unknown;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

4. Department of Defense (DOD) Components: (See APP A for a list of DOD Components.) OSD/WHS/ Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

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SECTION 4: HHG STORAGE

C5190 STORAGE IN TRANSIT (SIT)

NOTE: The maximum total time limit for SIT is 180 days (FTR §302-7.8).

A. General (FTR §302-7.107). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local QTRS when no PCS exists.

B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and ***NOTE*** after par. C5190 heading) includes:

a. An intervening TDY or long-term training assignment,

b. Non-availability of suitable housing,

c. Completion of residence under construction,

d. Serious employee illness,

e. Dependent illness or death,

f. Strikes,

g. Acts of God,

h. Other circumstances beyond the employee's control, or

i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense. See par. C5370.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of $75 or more. See par. C1310.

C5191 180 DAY SIT LIMIT EXTENSION

A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. ***Only in very limited circumstances can SIT be authorized beyond 180 days, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq (CBCA 875-RELO, 9 January 2008)).*** A SIT extension request must be submitted by the employee's agency/command to PDTATAC for determination. Documentation required is the agency's/command's requesting memo, TDY and PCS travel authorizations/orders, and the previous second 90-day SIT authorization/approval by the Service/Defense Agency designated official. The requesting memo must indicate the reason(s) for SIT beyond 180 days, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 180-day SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (***NOTE: Involving Iraq and Afghanistan***) IAW GSA Waiver Memo dated 28 June 2005.

*D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 180 days. Extension requests should be submitted via the Agency's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the Per Diem Committee website by clicking on the Telephone Directory Tab.

*1. Email: From the agency/command via email through the CAP representative to ***sit-extensions@dtmo.pentagon.mil.***

*2. Fax: COML***: (703)** 696-7890***, DSN: (312) 426-2945***

*3. Mail: Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203

E. Restrictions. In no case may the maximum time limit for SIT exceed 180 days. SIT beyond 180 days is not authorized for any reason listed in par. C5190-B2 or ICW a TCS travel authorization/order IAW par. C5715.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at GOV'T expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in GOV'T service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the GOV'T is IAW finance regulations.

3. Authority

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

(1) Available housing at the PDS can accommodate the HHG,

(2) Adequate housing is available within daily commuting distance, or

(3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS travel authorization/order to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at GOV'T expense, and

c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation. (FTR §302-8.108)

a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

Example 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5c)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. C5195-A5c))

Example 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5b) Employee's eligibility ended: 4 August 1st month after the month (August) the employee's eligibility ended was: September 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. C5195-A5c)

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

a. Packing,

b. Crating,

c. Unpacking,

d. Uncrating,

e. Transportation to and from storage place,

f. Charges while in storage, and

g. Other necessary charges directly relating to the storage.

8. Documentation

a. NTS authority must be in the PCS travel authorization/order.

b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DOD 4500.9-R, Vol. IV, Ch 406, par. C) showing the HHG weight and date placed in NTS.

c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization/order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. HHG NTS ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the GOV'Ts best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

Example	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-B3c) Employee's eligibility ended: 31 August 2009 1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS travel authorization/order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.

(2) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at GOV'T expense.

(3) Example. After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

d. Documentation. Paid expense receipts of $75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS travel authorization/order.

C. NTS of HHG for a DODDS Employee (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for a DODDS employee who is separated from the rolls during the summer recess.

b. NTS between school years may be authorized for a DODDS employee on a school-year basis if the:

(1) DODDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DODDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

(b) A QTRS allowance (20 USC §905(c)) ***NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.***, or

(c) Any other HHG storage to which that DODDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DODDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DODDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DODDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the GOV'Ts best interest;

b. May be authorized/approved NTE 12 months for a DODDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authority in this Volume;

e. May be rescinded and made the DODDS employee's financial responsibility if the DODDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

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SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

C5360 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. $109 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2007), or

*2. PDS locality (not the lodging location) per diem rate for temporary lodging occupied in OCONUS localities.

B. AEA. ***AEA in Ch 4, Part M may not be authorized/approved for TQSE(AE).***

C5362 AUTHORITY

A. General. The AO, ***not the employee***, determines if TQSE(AE) is necessary.

B. Considerations. The following factors must be considered before authorizing TQSE(AE). TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and

2 Authorization is made on a case-by-case basis.

C5364 LIMITATIONS

A. Payment Limitation. ***Under no circumstances may TQSE(AE) be paid for more than a total of 120 days***.

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (***i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved***). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, and GSBCA 16646 -RELO, 8 August 2005). Also see par. C5354-B1c.

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. ***TQSE(AE) must never be paid for more than a total of 120 days.***

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B1 or C5354-B2 applies, from the date the HHG are delivered.

C5366 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS travel authorization/order.

2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

a. Travel between the old and new PDS (actual travel time);

b. Necessary official duties such as an intervening TDY assignment/military duty; or

c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:

a. The absence period is excluded from the authorized time for temporary lodging occupancy;

b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and

c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.

c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or any dependent occupies permanent private sector housing, or

2. Authorized time period expires,

whichever occurs first.

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.

2. Receipts. Receipts are required for:

a. Lodging costs paid, showing location, dates, and by whom occupied;

b. Any single expense of $75 or more (including a single meal expense of $75 or more).

3. Supporting Statement. The supporting statement must include:

a. The cost of each meal, for each day, by date, and where and by whom consumed;

b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and

c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. For convenience, AOs may require claimants to use the suggested format, shown in Part H4 for claiming reimbursement and to record actual subsistence expenses.

C5370 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;

2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:

a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);

b. A reasonable amount; and

c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid. See par. C5352-D4.

a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodgings with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation including required receipts for any individual grocery/meal expense of $75 or more to determine the appropriate reimbursement. See par. C1310-A2.

b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodgings without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of $75 or more to determine the appropriate reimbursement. See par. C1310-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);

2. Meals and/or groceries;

3. Fees and tips incident to meals and lodging;

4. Laundry;

5. Cleaning and pressing of clothing;

6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), ***NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.***; and

7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - 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 traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** See GSBCA 16836-RELO, 5 June 2006. A traveler**,** who lodges with ***a*** friend or relative, is authorized the old/new PDS M&IE rate, ***if otherwise eligible***.

NOTE: If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998.

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the "Claim for TQSE," illustrated in Part H4.

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). See par. C5358 for limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Mobile Home TQSE Reimbursement. TQSE may be paid for temporary use of a mobile dwelling at the old and/or new PDSs. See B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001. A mobile home that becomes/is/is to become the permanent residence at the PDS cannot also be used as a temporary residence.

1. Allowable Expenses. Mobile home lot or marina rental space for the mobile home; utilities connection and disconnection costs for electricity, fuel oil, natural gas, sewer, trash, and water service; and mandatory GOV'T-assessed fees (i.e., local, state, or federal).

2. Computation Rules. ***Step 1***: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. ***Step 2***: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed $300 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - $200, utilities - $60, and mandatory GOV'T fees - $40. The actual TQSE daily lodging cost is $15 ($300/20 days), which is less than the Standard CONUS lodging rate. The employee is paid $300 ($15/day x 20 days) for lodging during the authorized TQSE period.

b. Example 2. The employee claimed $500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - $350, utilities - $90, and mandatory GOV'T fees - $60. The actual TQSE daily lodging is $12.50 ($500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid $375 ($12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

3. Reimbursement Limitation. The factors below may affect the employee's TQSE reimbursement involving mobile home use.

a. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1 when the mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodgings) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodgings expenses. If the employee's primary residence is/is to become the mobile home that is being used as a temporary residence, see par. C5750-B4 and do not pay TQSE.

b. TQSE may be authorized at the new PDS when the mobile home is the temporary residence while the employee is seeking a permanent residence other than the mobile home. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1. Mobile home transportation is limited to the geographic points listed in par. C5260.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30- or fewer-day TQSE(AE) period. See Ch 5, Part M for HHT. For example, if an employee is:

a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;

b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer day TQSE(AE) period; or

c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 or fewer day TQSE(AE) period.

Examples
1. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period. First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c. Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days. Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days. ***NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).***
2. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days. Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days). 27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.
3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b). First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days. Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days. ***NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.***
4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a). First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days. Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.
5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392. ***NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method)) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.***
6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period). First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days. Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. ***$109,*** Standard CONUS per diem rate (***effective 1 October 2008***).

*b. OCONUS (non-foreign OCONUS and foreign areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of $109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are $109, $81.75, $81.75, and $54.50, respectively, if the temporary lodging is occupied in CONUS.

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of $109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are $81.75, $54.50, $54.50, and $43.60 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (***never to exceed an additional 60 days***) the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. ***The total time period for which TQSE(AE) may be paid may never exceed 120 days.***

B. Computation Examples

*1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently $109) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. ***AEA (Ch 5, Part M) may not be authorized/approved for TQSE(AE)***.

Standard CONUS Per Diem Rate	**First 30 Days**		**After 30 Days**	
$109 (Eff 1 October 2008)	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
Employee or Unaccompanied Spouse	$109	$109	$109 x 75%	$81.75
Accompanying Spouse	$109 x 75%	$81.75	$109 x 50%	$54.50
Dependent 12 and older	$109 x 75%	$81.75	$109 x 50%	$54.50
Dependent under 12	$109 x 50%	$54.50	$109 x 40%	$43.60

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable maximum TQSE(AE) equals $109 times 5 days ($545). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is $223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., $600), TQSE(AE) is limited to $545. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). ***NOTE: This is true for PCS or TCS travel.***

5. TQSE(AE) Example 4. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period. See B-247061, 6 May 1992.

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is $109 ($70/ $39) and the TQSE(AE) monthly lodging cost at the new PDS is $900/month. The employee's actual TDY lodging cost $60 times 4 nights ($240) making $240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of $30/day ($900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of $45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See GSBCA 16430-RELO, 13 October 2004.

SECTION 3: FIXED TQSE (TQSE(F))

C5380 TQSE(F) OPTION

TQSE(F) is a lump sum payment that is ***always is based on the PDS location maximum per diem rate.***

C5382 AUTHORITY

A. General. The AO, ***not the employee***, determines if TQSE(F) is to be offered.

B. Considerations. The following factors must be considered before authorizing TQSE(F):

1. General

a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, instead of TQSE(AE).

b. TQSE(F) may be authorized for the number of days the AO determines necessary, NTE30 days.

2. Administration Ease. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(F) because receipts and supporting statements are not required.

3. Cost Considerations

a. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances***.

b. ***TQSE(F) always is based on the new PDS location maximum per diem rate.***

4. Employee Choice

a. TQSE(F) is based on a specific percentage of the locality per diem rate.

b. If the AO offers an employee the TQSE(F) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.

c. The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE).

d. ***If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

C5384 LIMITATIONS

A. Payment Limitation

1. ***Under no circumstances may TQSE(F) be paid for more than a total of 30 days***.

2. ***The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.***

3. TQSE(F) is a lump-sum payment based on the new PDS locality per diem rate in effect when the TQSE(F) offer is accepted by the employee. The lump-sum payment amount is not changed by any PDS per diem rate increase or decrease after the employee accepts the offer.

B. Time Limitation. ***The agency cannot impose limitations on when TQSE(F) begins (GSBCA 16267-RELO, 10 December 2003).***

C. Erroneous Advice. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(F) method and was authorized TQSE for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(F)) problem. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days. ***The employee may not be paid for the additional twelve days***. ***Erroneous advice provided by GOV'T officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists***. (GSBCA 16437-RELO, 22 September 2004))

C5386 ELIGIBILITY PERIOD

The AO determines what TQSE(F) time period is necessary and authorized for ***up to 30 days***.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C5390 PAYMENT

If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).

C5392 COMPUTATION

A. HHT. ***The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).*** See Ch 5, Part M for HHT.

B. Payment Basis. TQSE(F) payment is based on the total number (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary lodging.

Example 1. An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2. An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. *TQSE(F) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only.***

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum new PDS locality per diem rate (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. ***Example: If the new PDS is in a locality at which the per diem rate is $100, the maximum daily rate = $75 (based on the daily per diem rate of $100).***

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. ***Example: If temporary lodging is used at a new PDS locality at which the per diem rate is $100, the maximum daily rate = $25 (based on the daily per diem rate of $100).***

D. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	$120	.75	30	1	($120/day x .75) x 30 days) x 1 =	$2,700
Dependent	$120	.25	30	4	($120/day x .25) x 30 days) x 4 =	$3,600
					Total TQSE(F) Pmt	**$6,300**

E. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(F) = 30 days.

b. Locality per diem rate = $90 (lodging) + $31 (M&IE) = $121 total per diem.

c. Employee percentage = 75%.

d. Dependent percentage = 25%.

e. Number of dependents = 4.

2. Employee Calculation

a. Multiply the maximum per diem rate ($121) by .75. **$121 x .75 = $90.75**.

b. Multiply the answer in par. C5392-E2a ($90.75) by the number of days authorized (30). **$90.75 x 30 = $2,722.50**.

c. In this example, the employee's TQSE(F) payment is **$2,722.50**.

3. Dependents Calculation

a. Multiply the maximum per diem rate ($121) by .25. **$121 x .25 = $30.25**.

b. Multiply the answer in par. C5392-E3a ($30.25) by the number of days authorized (30). **$30.25 x 30 = $907.50**.

c. In this example, each dependent's TQSE(F) payment is **$907.50**.

d. In this example, the four dependents total TQSE(F) payment is **$3,630**(**4 deps x $907.50)**.

4. Total Payment. In this example the employee's TQSE(F) payment is $2,722.50 for the employee and $3,630 for four dependents, for a total TQSE(F) payment of **$6,352.50** (**$2,722.50 + $3,630)**.

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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 transfer effective date.

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.

3. Administratively Extended Tours of Duty

a. A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.

b. 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.

c. A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.

d. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.

e. The employee and the DOD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

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

a. 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

b. 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.

c. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

(1) Tour of duty completed under an initial agreement;

(2) Tour of duty completed under the extension of the initial agreement, and

(3) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

5. Employee Released from 5-Year OCONUS Limitation

a. 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.

b. 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.

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

a. 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)).

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

7. 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).

8. 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

(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.

9. 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 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.

10. 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.

11. 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.

*c. Modified Tour of Duty Type. If an employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be equal to the accompanied tour for that location, minus the tour of duty completed/served under the initial (unaccompanied) agreement, or 12 months, whichever is greater. These changes are ordinarily to permit dependents to travel to the OCONUS PDS and for HHG to be transported there.

*Unaccompanied to Accompanied Example:

*Location B tour lengths are 24-month accompanied, 12-months unaccompanied. If the employee requests to change the tour of duty type from unaccompanied to accompanied after serving 11-months; they must serve an additional 13-months of service to complete the tour of duty. (Modified tour of 24-months minus 11-months served, equals 13-months, exceeding the 12-month minimum.)

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 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 the 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.

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SECTION 5: AGREEMENT VIOLATION

C5576 AGREEMENT VIOLATION

A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.

B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part.

C. Agreement Violation. A violation includes failure to:

1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);

2. Report for duty;

3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;

4. Use travel and transportation allowances within a reasonable time after separation.

C5578 AGREEMENT VIOLATION PENALTIES (FTR §302-2.14)

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the GOV'T all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. C5584 and C5586 for agreement violations.

C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21; or

2. Duplication of travel and transportation allowances under separate statutes.

C5582 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,

2. Who:

   a. Does not arrive at the new PDS, or

   b. Upon arrival at the new PDS refuses to perform the mission, or

   c. Resigns

   is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel and transportation expenses under other circumstances in this Part.

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;

2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and

3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.

b. Determination must be made prior to processing the employee's separation.

c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.

b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.

c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the GOV'T, the officer must immediately initiate collection IAW appropriate finance directives.

C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the GOV'T's interest; or

2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the GOV'T for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve 12 months.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

   b. After serving 4 months at PDS B, the employee resigns.

   c. Under these conditions, the employee is indebted to the GOV'T for the travel and transportation allowances and cost paid by the GOV'T ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.

2. Example 2. An employee at PDS A signs a 12-month service agreement.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

   b. The employee serves 7 months at PDS B and then resigns.

   c. The total service at PDSs A and B is 13 months.

   d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.

   e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves GOV'T service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the GOV'T for travel and transportation allowances and costs associated with the move to that PDS (see par. C5578) of:

   a. The employee;

   b. The employee's dependents;

   c. HHG including SIT and NTS of HHG;

   d. A POV; and

   e. A mobile home.

2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.

4. Pars. C5586-A and C5586-B apply to each OCONUS employee.

5. Additional penalty conditions in par. C5586-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons ***unacceptable*** to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is ***not*** financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, ***except*** for charges for NTS of HHG incurred after the end of the first year.

2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.

3. Is ***not*** authorized to return POV transportation.

4. May ***not*** be provided GOV'T funded commercial transportation.

5. Who has insufficient funds, may be authorized repatriation transportation in par. C7250.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;

b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;

c. HHG transportation (including SIT) from the former PDS to the last PDS;

d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and

e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

a. The employee is authorized:

(1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.

(2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.

(3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from GOV'T service.

b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.

c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

d. If the amount available to be applied to these costs equals/exceeds the costs, the GOV'T may procure and pay for such transportation in full.

e. If the amount available is less than the cost, the GOV'T may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.

g. Additional penalty conditions for DODEA teachers are in par. C5586-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

(1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;

(2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

(3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

(1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.

(2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from GOV'T service. These credits and any remaining liability are computed as in par. C5580-C1.

D. DODEA Teacher. In addition to the other penalties for violation of agreements (see par. C5578), a DODEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or QTRS value repayment responsibility.

C5588 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.

2. The common user tariff rate must be used in computing the AMC transportation cost.

3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.

4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the GOV'T cost, without tax, for the accommodations furnished under Ch 2, Part E. The employee must be allowed appropriate credit for GOV'T-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the GOV'T

1. An employee's financial responsibility to the GOV'T must be based on travel to/from the first PDS following a period of RAT.

2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are ***not*** the employee's financial responsibility.

G. Return Travel Costs

1. GOV'T's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the GOV'T's obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

a. Is authorized GOV'T transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.

b. May be authorized repatriation transportation (see par. C7250) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C7250 are met.

c. May provide the transportation and be reimbursed for the GOV'T's share upon submission of an appropriate voucher.

d. Must furnish receipts for claimed expenses. See par. C1310.

e. Is responsible for reimbursement of the GOV'T's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2203.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT

****NOTE*: The per diem/mileage rates and transportation costs used in the following 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 rate.***

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+ 16.00
TOTAL	**$265.00**
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+ 8.00
TOTAL	**$132.50**

Liability $265.00 - Credit $132.50 = $132.50 due to the GOV'T. There is no further GOV'T liability.
Statement approved:

_____
A. B. Person, Civilian Personnel Officer
17 January 2005

Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the GOV'T for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at GOV'T expense, the employee is given the credit of $132.50. Return travel from Munich to Buffalo is at personal expense.

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 pounds) are transported to London at GOV'T expense. Total travel and transportation allowances are $1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 pounds) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at GOV'T expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 pounds) were transported at GOV'T expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from GOV'T service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+ 1000.00
TOTAL	**$3.130.50**

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 pounds) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+ 12.00
TOTAL	**$2,178.00**

(4) Liability $3,130.50 - Credit $2,178.00 = $952.50 due to the GOV'T. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 pounds of HHG are transported to Ankara at GOV'T expense. The son remains in Atlanta to attend school and at the end of nine months travels at GOV'T expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished GOV'T transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from GOV'T service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	+ 180.00
TOTAL	**$1,520.00**

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is $1,340.00. Since the employee was authorized a credit of $1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the GOV'T paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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PART M: HHT (FTR §302-5)

C5600 GENERAL (FTR §302–5.1-2)

A HHT:

1. The AO has the discretion to allow a HHT. ***The AO, not the employee, determines if a HHT is necessary.***

2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse.

5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part I, par. A2l apply (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should serve to lower the GOV'T's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary lodging occupancy.

C5602 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);

3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location; or

3. Employee's children, GSBCA 16907-RELO, 14 August 2006, ***http://www.gsbca.gsa.gov/relo/s1690714.pdf***

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

Separate HHT round trips by the employee and spouse may be allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement; and

2. DOD component establishes, and informs the employee of, the reporting date to the new PDS.

NOTE: The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and

2. Spouse:

   a. On the day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for beginning allowable travel and transportation.

C5612 HHT AUTHORIZATION (FTR §302–5.5)

After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);

3. The appropriate HHT duration (NTE the maximums IAW C5618);

4. The authorized transportation mode(s) for the HHT to/from the new PDS location; and

5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. ***The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.*** An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is to be authorized, a HHT possibly may be avoided. It might be less costly to the GOV'T, and more satisfactory to the employee, for the employee's dependents to remain at the former residence while the employee occupies temporary quarters at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DOD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

A HHT is not authorized when the:

1. Employee will be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.

2. Employee has not formally agreed to transfer to the new PDS.

3. Old and/or new PDS, are located in a foreign OCONUS area. See APP A.

4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302–5.11-12)

A HHT, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. ***A funded HHT, including travel time, must not exceed 10 calendar days.***

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.

2. If POC use is authorized (thereby making POC transportation 'in the GOV'T's interest'), the MALT rate in par. C2505 applies.

3. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

4. The employee is authorized transportation expenses (including transportation between carrier terminals).

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, local transportation systems, DTMO-negotiated car rental agreement (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable MALT rate in par. C2505 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/ from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodgings-plus method as in par. C5624-B1.

2. A DOD component may, however, offer to pay a fixed amount for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer fixed amount reimbursement:

a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodgings-Plus' method) requires submission of a travel claim for review of the lodging expense amount validity, accuracy, and reasonableness. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. ***A single 'generic' decision for all PCS moves is not authorized.***

c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-Plus' Computation Method. An appropriate per diem is authorized, as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Ch 4, Part M, may not be authorized/approved for a HHT.

2. Fixed Amount. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:

*a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or

*b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

3. Payment

a. The fixed amount determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined fixed amount not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to being collected back, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150/ $51).

b. The single occupancy lodging cost is $130.

c. The DOD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the 'Lodgings-Plus' option (par. C5624-B1).

d. When the employee elects per diem under the 'Lodgings-Plus' computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the ***single room rate***.

2. Example 1. The traveler elects a 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method. See par. C5624-B1. The traveler and spouse travel together. ***The traveler must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	75% x $51 = $38.25 + $130 (single lodging cost) =	$ 168.25
8 days in the Arlington Area:	$130 (Lodging) + $51 (M&IE) = $181/day x 8 days =	$1,448.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,654.50**
Spouse's Per Diem Using par. C5125-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	75% x $1,654.50 (employee's per diem) =	**$1,240.88**
Total Per Diem Payment		
Employee's per diem		$1,654.50
Spouse's per diem		+ $1,240.88
Total Per Diem for Employee and Spouse		**$2,895.38**

3. Example 2. The employee accepts a HHT with subsistence at the fixed amount. See par. C5624-B2a. ***No lodging receipts are required.***

Total Fixed Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (fixed rate for employee and spouse) =	**$1,256.25**

4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A: The employee elects the 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method (par. C5624-B1). Using par. C5125-C, the employee is authorized per diem for the spouse up to the maximum rate. The employee must provide lodging receipts. ***NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.***		
Travel day to Arlington:	$130 (lodging) + $38.25 (75% x $51) =	$ 168.25
8 days in the Arlington area:	$130 + $51 = $181/day x 8 days =	$1,448.00
Travel day back to the PDS:	75% x $51=	+ $ 38.25
Total Per Diem for Spouse		**$1,654.50**
Situation B: The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. ***No lodging receipts are required***		
Total Fixed Subsistence for the Spouse	$201 x 5 (fixed rate for one person)=	**$1,005.00**

5. Example 4. The employee elects a 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method. See par. C5624-B1. The employee and the spouse perform HHTs at different times. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
5 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,111.50**
Spouse's Per Diem Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
4 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$ 930.50**
Total Per Diem Payment		
Employee's per diem		**$1,111.50**
Spouse's per diem		+ **$ 930.50**
Total Per Diem for Employee and Spouse		**$2.042.00**

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310.

2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts. See par. C1310.

3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (see APP A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a HHT is authorized under the 'Lodging-Plus' method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the HHT. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004). Under the circumstances in par. C5630 an employee is ***not*** in a duty status while house-hunting. See DOD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.

C5632 HHT ADVANCE (FTR §302–5.16)

1. An HHT expenses advance may be paid if a HHT under the 'Lodgings-Plus' method is offered and elected.

2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodgings-Plus' method in par. C5624-B1 for the location and duration of the HHT.

3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the 'subsistence-related' expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the 'Lodgings-Plus' method.

4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT ICW TQSE ALLOWANCE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,

2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or

3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

B. TQSE(F). ***The number of days paid/reimbursed for a HHT are not deducted from TQSE(F).*** See par. C5392.

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PART A: EVACUATION TRAVEL

C6000 LEGAL BASIS

A. Transportation Authority

1. Title 5 USC §5725 provides authority for GOV'T expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.

2. See Ch 6, Part C for foreign area evacuations.

3. See Ch 6, Part D for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

1. Title 5 USC §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized/ordered to evacuate the employee's PDS.

2. See Ch 6, Part C, DSSR, Section 615 for foreign area evacuations.

3. See Ch 6, Part D, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

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

1. DODI 1400.11, adopted the provisions of the Department of State (DOS) Standardized Regulations (DSSR), Chapter 600, "Payments During an Ordered/Authorized Departure" ***http://www.dtic.mil/whs/directives/corres/html/140011.htm***.

2. See Ch 6, Part C for an annotated extract of DSSR, Chapter 600, modified to relate to a DOD civilian employee.

3. The DOS regulations apply for evacuations from, or within, any foreign area. See APP A for "foreign area".

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

1. Policy objectives,

2. Interagency checklist and other related documents,

3. Responsibilities,

4. Authority to invoke an emergency evacuation plan,

5. Responsibility for military operations, and

6. Organization for emergency planning.

E. Office of Personnel Management (OPM) Regulations

1. DODI 1400.11 ***http://www.dtic.mil/whs/directives/corres/html/140011.htm***, adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation.

2. See Ch 6, Part D for DOD implementation of 5 CFR, Part 550, Subpart D.

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

C6005 FOREIGN AREA EVACUATION

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

B. Authorizing/Ordering an Evacuation

1. DOS determines when an evacuation from a foreign area is necessary.

2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DOD noncombatants, in appropriate circumstances, such as:

a. A Presidential declaration of national emergency, or

b. Directed reinforcement of U.S. Armed Forces in a theatre, or

c. To accommodate force protection or anti-terrorism considerations,

3. SECDEF authority does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DOD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DOS and DOD, 14 July 1998.

4. A commander of a Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:

a. Timely communication with the DOS is not possible,

b. There is no DOS presence in the area concerned, and/or

c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.

5. The DOD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990). See ***http://www.dtic.mil/whs/directives/corres/pdf/302514p.pdf***.
*6. POC for DOD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DOD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

a. Return to the PDS from which evacuated;

b. Transfer or reassignment of the employee to another PDS;

c. Return to actual residence; or

d. Transportation to the final safe haven.

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

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

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

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

C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

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

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

*1. The SECDEF, or the Secretary's designated representative (USD (P&R) for employees and dependents of DOD components ***(PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DOD agencies. The directory lists office symbols and phone numbers for Civilian Advisory Panel members)***;

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

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

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

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

C. Authorized Transportation

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

a. Return to the PDS from which evacuated;

b. Transfer/reassignment to another PDS; or

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

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

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

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.

2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:

a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or,

b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part D, Section 550.405.

2. Actual Expense Allowance (AEA). ***AEA in Ch 4, Part M is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.***

C6015 SAFE HAVEN

A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part C, par. 610(*l*).

B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part D, par. 550.402(g).

C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at GOV'T expense.

D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be GOV'T QTRS, determined to be suitable by the appropriate authority in par. C6010-B who authorized/ordered the limited evacuation. See par. C6010-D.

C6020 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

See par. C5236.

C6025 POV SHIPMENT

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

C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

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

SECTION 3: DSSR, CHAPTER 600, SUBPARS. 611-639

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

***NOTE*: The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.**

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying an employee who is evacuated from an assigned PDS, and for paying the dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employee or the dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 USC §§5521-5527 (The Act of September 26, 1961 (PL 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (PL 96-495) and Executive Order 10982 issued 25 December 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to:

(1) A DOD civilian employee who is a U.S. citizen or is a U.S. national, except as provided in DSSR, Section 612.3 (below), and

(2) When and to the extent determined by the Secretary of State, third country nationals, i.e., a civilian employee who is not a U.S. citizen or national and who is not a citizen or national of the country in which the evacuated PDS is located.

A third-country national employee and/or dependents are considered for evacuation travel to the employee's country of origin, points of hire, or designated foreign or U.S. safe havens, if this is in the GOV'T's interest.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

(1) The U.S.;

(2) The Commonwealths of Puerto Rico and the Northern Mariana Islands, and

(3) Any U.S. territory or possession.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

(1) Local U.S. citizens who do not have official GOV'T employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or

(2) Locally hired American citizens who work for the GOV'T but who do not have an agreement for return transportation to the U.S. at GOV'T expense.

613 Authority

a. An employee and dependents are paid/reimbursed only if they meet the requirements of these regulations. Authorization for payment ceases on the date when the employee is determined as covered by the Missing Persons Act (50 APP USC §1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.

b. Joint Federal Travel Regulations, Vol. 1, (JFTR), Ch 6, Part A covers allowances for the dependents of uniformed personnel. ***A uniformed member is not evacuated, but may be sent TDY as required.***

614 Authorized Safe Haven Designation

a. The Secretary of State designates an official safe haven as far in advance of any actual or possible evacuation as practicable. An employee and the employee's dependents are expected to travel to this safe haven if an evacuation is authorized/ordered. See DSSR, Sections 631-633 for commencement and payment of special allowances.

b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.

c. An alternate foreign OCONUS safe haven location is authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the GOV'T's best interest and is effective no earlier than the request date for an alternate foreign OCONUS safe haven location. Following Secretary of State authorization, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) may authorize/ approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. For requests within DOD, PDUSD (P&R), please call (703) 697-2086 or DSN (312) 227-2086.

615 Advance Payments

616 Eligibility

An employee may be paid in advance of the normal pay day when, in the authorizing officer's opinion, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Advance Payment Amount

Any advance payment is based on the compensation rate including any allowances or post differential for which an employee was eligible immediately prior to the evacuation order/authorization issuance. The advance payment amount is the monetary amount for a period NTE 30 days, or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Advance Payment Computation

(a) For a full time and regular part time employee, the advance payment amount is computed on the basis of the number of regularly scheduled workdays scheduled to occur during the period as determined under DSSR, Section 617.

(b) For an intermittent employee, the advance payment amount is computed on the basis of the number of days on which the employee is expected to work during the period as determined under DSSR, Section 617. The number of days is determined whenever possible by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. If circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission is upon arrival at the safe haven post.

(b) The advance payment is made at any time after the evacuation order/authorization is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

617.3 Payment Procedures

An advance payment and any required adjustment thereof is made IAW procedures established through the Secretarial Process.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by DSSR, Section 638 (follows), if the employee is indebted for any part of an advance payment made, indebtedness recovery must be started by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been authorized. Indebtedness repayment is made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment may not be required if the head of agency determines that recovery is against equity and good conscience or against the public interest IAW agency procedures.

620 Continuation of Salary and Allowance Payments

621 Computation

621.1 Family Ordered/Authorized to Depart – Employee Remains at PDS

(a) Post Allowance. After all members of an employee's family depart from the PDS pursuant to an evacuation order, the post allowance is reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance (TQSA). If early return of the employee's family to the PDS is anticipated, TQSA may continue at the rate prescribed in DSSR, Sections 120 and 925.

(c) Living Quarters Allowance (LQA). LQA may continue at the "with-family" rate for a period NTE six months.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, Section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating, are reimbursed under the current year “school at post” education allowance maximum. These expenses include what the school at post charges for this service and connectivity charges in the U.S. for Internet classroom-related activities in which the child is participating.

(2) "School away from Post" education allowance may continue until the school year end for children attending "school away from post" outside the U.S.

(3) "School at safe haven", see DSSR, Section 633 for special education allowance.

(e) Educational Travel. When a dependent child is at a school in the U.S. using educational travel benefits under DSSR, Section 280, the official safe haven location becomes the travel destination. See DSSR, Section 633.4.

621.2 Employee and Family Ordered/Authorized to Depart

(a) Post Allowance. The post allowance is terminated as of the close of business of the departure day from the PDS.

(b) Temporary Quarters Subsistence Allowance (TQSA). The TQSA is terminated as of the close of business of the departure day from the PDS.

(c) Living Quarters Allowance (LQA). LQA payment terminates as of the close of business of the employee’s departure day from the PDS, unless the employee is required to maintain and pay for quarters at the PDS or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, Section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year “school at post” education allowance maximum. These expenses include what the school at post may charge for this service and connectivity charges in the U.S. for Internet classroom-related activities in which the child is participating.

(2) "School away from post" education allowances. See DSSR, Section 633.

(e) Educational Travel. When a dependent is at a school in the U.S. using educational travel benefits under DSSR, Section 280, the official safe haven location becomes the travel destination. See DSSR, Section 633.4.

(f) Post Differential and Danger Pay. When the employee departs PDS pursuant to ordered/authorized departure, post differential and danger pay payments terminate IAW DSSR, Sections 532 and 654.2, respectively. Subsequent eligibility for these benefits to an evacuated employee at the safe haven or other temporary duty stations is governed by DSSR, Sections 540 and 655, respectively.

622 Payment

Insofar as practicable, payments are made on the employee's regular paydays computed as follows:

a. For a full-time and a regular part-time employee, the payment amount is computed on the basis of the employee's regularly scheduled workweek.

b. For an intermittent employee, the payment amount is computed, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

c. Payment, and any required adjustment, is IAW procedures established through the Secretarial Process. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. If circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission of an allotment or assignment of pay form IAW procedures established through the Secretarial Process, immediately following dependents' departure or, if the employee is also evacuated, upon arrival at the safe haven.

d. When an advance payment is made under DSSR, Section 615, no part of the advance is offset against salary and allowance payments (DSSR, Section 620) as long as the evacuation authorization/order remains in effect. See DSSR, Sections 618 and 638 for reconciling employee accounts.

623 Termination

The authority for allowance payments under DSSR, Section 620 ceases as of the earliest of the following dates:

a. The date the evacuated/departed employee commences travel under an assignment order to another PDS outside the evacuation area;

b. The effective date of transfer when the employee is already at the PDS to which transferred for permanent duty;

c. The date of separation;

d. The date specified by the head of agency;

e. The date specified by the Secretary of State;

f. 180 days after the evacuation order is issued; or

g. The date the evacuee commences return travel to the previously evacuated PDS.

624 Agency Report Requirements

When an evacuation is ordered/authorized, a report is immediately submitted to the head of agency who forwards a copy to the Department of State. The report must contain the following information:

a. Names of evacuated employees;

b. Names of evacuated dependents (indicating, as appropriate, designated representatives);

c. Feasibility of officially reassigning evacuated employees to other positions;

d. Number of evacuated employees and skills needed to reactivate the PDS; and

e. Any other facts or circumstances that may aid in determining whether or not evacuation payments are necessary beyond the first 60 days of the evacuation period.

A similar report is made 45 days after the evacuation. Upon receipt of this report, a determination is made as to the number of evacuated employees who need to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the evacuation. As soon as this determination is made, the post is instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments are to continue. When the extension is less than 120 additional days, and the evacuation lasts beyond the authorized period for evacuation payments, authorization to continue evacuation payments up to the full 120 additional days is through the Secretarial Process.

625 Work Assignments for an Evacuated Employee

625.1 An evacuated employee at a safe haven may be assigned to perform any work considered as necessary or required during the evacuation period without regard to the employee's grade or title.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When a part-time employee, either regular or intermittent, is given assigned work at the safe haven, a record of the hours worked is maintained so that payment may be made for any hours of work that are greater than the number of hours on which payments under DSSR, Section 620 are made.

630 Special Allowances

To help offset direct added expenses that are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses. The employee is responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses payable as special allowances under these regulations, an agency should consider the following items as the maximum amounts payable:

631 Travel and Transportation Expenses

The travel and transportation expenses for an employee/dependent(s) authorized/ordered to depart the PDS are IAW the JTR for TDY travel (APP I, Part 4, par. A). Per diem is authorized for dependents at a rate equal to the rate payable to the employee, except that the rate for dependents under age 12 is one-half of this rate. Per diem for an employee/dependent(s) is payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any delay period en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From PDS to Safe Haven Locations. When the fifty U.S. and the District of Columbia are the officially designated safe haven, authorized/ordered departure dependent travel and transportation is permitted to an authorized home leave point or to any other location in one of the fifty U.S. or the District of Columbia. Dependents authorized/ordered to depart the PDS to one of the fifty U.S. or the District of Columbia earlier than the employee, are permitted travel and transportation at GOV'T expense to rejoin an employee subsequently authorized/ordered to depart the PDS to a different safe haven in one of the fifty United States or the District of Columbia. Dependent travel and transportation expenses to and from an alternate safe haven outside the fifty United States and the District of Columbia are reimbursed NTE a constructed cost calculation from the evacuated PDS to the employee's selected safe haven in one of the fifty United States or the District of Columbia.

(2) From outside Point to Safe Haven. When an evacuee is away from a PDS on official travel (RAT, R&R, FEML, TDY) at the time of an authorized/ordered evacuation, travel and transportation expenses are paid to the safe haven location from the employee/dependent's location. If an employee/dependent is away from the PDS on personal travel when an evacuation is authorized/ordered, travel and transportation expenses to the safe haven location are constructed cost, NTE the cost of travel and transportation from the evacuated PDS to the safe haven location. Upon arrival at the safe haven location, SEA payments under DSSR, Section 632 are applicable.

(3) Airfreight Allowance and Airfreight Replacement Allowance. An airfreight allowance for UB is authorized for authorized/ordered departure from/return to PDS. If the airfreight allowance is not used to ship UB because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight allowance from PDS) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, that must be purchased. The flat amounts are as follow: First evacuee without family: $250; First evacuee with one family member: $450; or First evacuee with two or more family members: $600. Receipts are not required for this allowance. ***NOTE: Even when the airfreight replacement allowance is granted from PDS, evacuees are still eligible for an airfreight allowance when/if they return to PDS.***

(4) Third Country National. On a case by case basis, as determined by the head of agency, a third country national employee and/or that employee's dependents should be considered for evacuation travel to the employee's country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if it is in the GOV'T's interest and authorized by the Secretary of State.

b. HHG, POV and Local Transportation Allowance

Access to (while in storage), delivery and return to storage of, HHG for evacuees is at personal expense. Shipment of a POV is not authorized at GOV'T expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with local transportation costs paid at a rate of $25 per day, regardless of the number of dependents. The transportation allowance is paid from the first day following arrival day at the safe haven location. Receipts are not required.

632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance (SEA) for an evacuee is determined and paid IAW these provisions. Payment commences as of the date following the evacuee's arrival day at an authorized safe haven location and may continue NTE day 180 or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day constitutes a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (See DSSR, Section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page IA-27 for the Evacuation Payments Worksheet.)

632.1 Daily Amounts Authorized

*(a) From the day following arrival day at the safe haven location the first evacuee and additional dependents are reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a commercial lodging receipt. The non-commercial rate applies on days for which a commercial lodging receipt is not received. On the 31st day at the safe haven location, the reimbursement rate is reduced to the 31st through 180th day amount shown for the rate (commercial or non-commercial) the employee/dependent(s) chooses for each of the remaining days in evacuation status. The employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee", except as provided under DSSR, Section 632.4(b) ("Tandem Couples").

*(b) Commercial rate

(1) The daily amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying commercial lodging tax in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

(a) First Evacuee plus one (non-spouse dependent, age 18 or older);

(b) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or older);

(c) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);

(d) First Evacuee plus three (one non-spouse dependent, age 12 or older);

(e) First Evacuee plus four or more dependents.

****NOTE*: For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.***

For each additional evacuee age 18 or older:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe haven locality per diem = $200 ($150/ $50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. ***NOTE*: Special Family Composition (e) applies.**

First Evacuee: Lodging up to $225; M&IE $50
Spouse: $50
Children 6 & 12: $25; $25
Child 18: $50

Lodging reimbursed for actual expense up to maximum of $225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying the commercial lodging tax in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven locality per diem = $200 ($150/ $50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. ***NOTE: Special Family Composition (e) applies.***

First Evacuee: Lodging up to $225; M&IE $40
Spouse: $40
Children 6 & 12: $20; $20
Child 18: $40

The only difference between Example 1 and Example 2 is the reduction in the M&IE portion to 80% of days 1 through 30 commercial rate. Lodging reimbursed for actual expense up to maximum of $225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

(3) For lease coverage see DSSR, Section 632.4(c).

(c) **Non-commercial Rate**

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safe haven locality per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: Non-Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe Haven locality per diem = $200 ($150/ $50). Family consists of a tandem couple (each employee is eligible for "first evacuee" rates) with children ages 3 and 13.

First Evacuee: Flat amount $15; M&IE $50
First Evacuee: Flat amount $15; M&IE $50
Children 3 and 13: $25; $25
Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the evacuation end are:

For the first evacuee:

A flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Non-Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven locality per diem = $200 ($150/ $50). Family consists of a tandem couple (each employee is eligible for "first evacuee" rates) with children ages 3 and 13.

First evacuee: M&IE $40
First evacuee: M&IE $40
Children 3 and 13: $20; $20
Receipts are not required for any of these amounts.

632.2 Official Foreign Area Safe Haven or Authorized Alternate Safe Haven

(a) When a foreign area is the officially designated safe haven, the SEA is based on the designated foreign area locality per diem rate under the same payment guidelines in DSSR, Section 632.1.

(b) When an evacuee goes to an authorized alternate safe haven the SEA is based on the lowest of the following per diem rates using the same payment guidelines in DSSR, Section 632.1: (1) the locality to which evacuated, (2) the locality rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily SEA rate is either the maximum rate as determined above, or a lower rate if, in the authorizing officer's judgment, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance (SEA)

(a) During Annual Leave, Sick Leave, Home Leave, Leave without Pay

Following authorized leave, an employee away from the PDS on annual leave (including R&R), sick leave or home leave when an evacuation is authorized, should immediately notify the PDS of return to work status to become eligible for the SEA at the designated safe haven. The employee then returns to the PDS immediately or receives authorization to report to the official safe haven or to a temporary duty station. Dependents become eligible for SEA the day following their arrival day at the authorized safe haven and following the employee's commencement of official travel to the PDS, TDY location or safe haven. SEA is not paid to any evacuee authorized to receive travel per diem. See DSSR, Section 634.

An employee and/or dependents in R&R or home leave status are not eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at GOV'T expense.

SEA continues for employee/dependents while an employee in authorized/ordered departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples

Each employee member of a tandem couple should each receive up to the first evacuee rate of SEA. See DSSR, Section 610e(1).

(c) Lease Coverage

If an employee or designee signs a lease for lodging at the safe haven and is authorized to return to the PDS, a waiver of the refund due the GOV'T on an advance or reimbursement of expenses incurred should be authorized for the unexpired lease period up to 30 days NTE the lodging portion of the safe haven locality per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in CONUS or a non-foreign OCONUS area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

(a) At the annual rate of the "school at post" education allowance indicated for the safe haven; or

(b) At the "school away from post" rate of either the PDS or safe haven, at the authorizing officer's discretion, to which children are sent away from the safe haven to schools necessitating boarding. In this case the SEA ceases for that child. The official safe haven location displaces the PDS as the travel destination.

633.2 Official Safe Haven in one of the fifty United States or the District of Columbia

Ordinarily, education allowances are not payable on behalf of children evacuated from a foreign PDS to a safe haven in one of the fifty United States or the District of Columbia if accompanied by a parent, as public schools are available to all residents. However, if prior to evacuation, a child was attending school in one of the fifty United States or the District of Columbia using the "away from post" education allowance, the rate authorized for the PDS may continue for the school year remainder. SEA is not authorized for children on "away from post" education allowance. See DSSR, Sections 621.1(d)(1) and 621.2(d)(1) for reimbursement under "School at post" education allowance, for Internet classroom expenses associated with school at post, incurred at the safe haven.

633.3 Authorized Alternate Safe Haven

A special education allowance is not authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue as provided in DSSR, Section 280, except that the official safe haven displaces the PDS as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments are made consistent with DSSR, Section 632. SEA payments are not made while the child is at school.

633.5 Child Eligible for Special Needs Allowance at the Time of Evacuation

If a child already qualifies for and is receiving the special needs allowance and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the safe haven location for special education services, then the special education allowance may continue during the evacuation until the public school begins to provide special services. See DSSR, Sections 271m; 276.2; and 276.8. Expenses may be reimbursed under the current year "school at post" and "special needs" education allowance maximum and may include items in DSSR, Section 276.8c.

634 Suspension of SEA Payments

SEA payments under DSSR, Section 632 are suspended in the applicable per-person amount when the employee or dependents are authorized the travel expense allowance under DSSR, Section 631, travel per diem, or educational travel under DSSR, Section 280. If SEA payments are temporarily suspended for the first evacuee, another dependent also receiving SEA becomes the first evacuee and receives the higher SEA payment.

635 Termination of SEA Payments

SEA payments during an evacuation cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to PDS may be authorized, normally NTE ten days, provided it is justified on the employee's travel voucher NTE the 180 day limit):

(a) The date the evacuated employee commences travel under an assignment travel authorization to another PDS;

(b) The effective date of transfer when the employee is already at the PDS to which transferred;

(c) The date of separation;

(d) The date specified by the Secretarial Process;

(e) The date specified by the Secretary of State;

(f) 180 days after the evacuation order is issued; or

(g) The date the evacuee commences return travel to the PDS.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular PDS of assignment, or appropriate action must be taken to reassign the employee to another PDS. This action must be taken IAW prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned PDS, or when the employee is officially reassigned to another PDS.

638.2 For the period or periods covered by any payments under these regulations, the employee is considered as though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 USC §§5521-5527, and as reflected in DSSR, Sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, Sections 617 through 618.

639 Employee/Dependents Assigned but Not Arrived at PDS

An employee and/or dependent(s) who has not yet arrived at the PDS at the time of the evacuation/departure order is not covered by DSSR, Chapter 600. However, under the limited circumstances outlined in DSSR, Section 245, an employee and/or dependent(s) precluded from proceeding to PDS may be eligible for payments equivalent to those provided in DSSR, Chapter 600. When the DSSR, Section 245 criteria are not met, dependents who normally would accompany an employee to PDS are eligible for involuntary SMA (DSSR, Section 260) effective the date the employee begins official travel under an assignment travel authorization.

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SECTION 5: DSSR, CHAPTER 600, EVACUATION PAYMENTS

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)
EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

_____
City County (U.S. only) U.S. State or Country
Safe Haven Lodging ("L") _____ Meals & Incidental Expenses ("M&IE") _____
Safe Haven Advance Received $_____
The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each other Eligible Family Member age 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under age 18	50% x M&IE = _____	40% x M&IE = _____

SPECIAL FAMILY COMPOSITION CONSIDERATION
(Check Only One)

_____First Evacuee plus one (non-spouse eligible family member, age 18 and older).
_____First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).
_____First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older).
_____First Evacuee plus three (one non-spouse eligible family member, age 12 and over).
_____First Evacuee plus four or more family members.
_____*NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.*

See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.

The "non-commercial" rate applies for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member age 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under age 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(Page 2 of 2)

ADDITIONAL EVACUATION PAYMENTS
In addition to SEA payments, a transportation allowance may be paid at a rate of $25 per day, regardless of the number of dependents.

An airfreight replacement allowance may be paid if air freight was not shipped FROM post. The employee and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

--$250 for first evacuee only;
--$450 for first evacuee and one eligible family member;
--$600 for first evacuee and two or more eligible family members.

***Internet Sources for All Per Diem Rates**
--48 states and DC (continental U.S.) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, the per diem rate used to calculate SEA should be the Standard CONUS rate)
www.gsa.gov/perdiem
--Non-Foreign, outside continental U.S. = DOD ***www.defensetravel.dod.mil/perdiem/pdrates.html***
--All Foreign Locations = STATE ***http://aoprals.state.gov/content.asp?content_id=184&menu_id=78***

Basic rules for determining SEA payments:
If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

(a) Official safe haven;
(b) Approved alternate safe haven; or
(c) Continental U.S. (CONUS) [as of 1 October 2008, that is $109 ($70/ $39)]

Commercial Rate
Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room tax for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount. No itemization and no receipts are required. M&IE is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is $150, maximum reimbursement for family lodging is $225 per day; (2) If first evacuee's safe haven lodging rate is $100, maximum reimbursement for family lodging is $150 per day.

Non-Commercial Rate
Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

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

C7300 GENERAL

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

C7305 ELIGIBILITY

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

C7310 POLICY

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

C7315 DELEGATION OF AUTHORITY

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

C7320 PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL

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

C7325 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the DOD Component head decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be allowed for 60 or fewer days. The DOD Component may, however, approve extensions of the time as provided in par. C7320. If the threatened individual was directed to move into temporary accommodations during the DOJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DOJ advises that the threat is not serious or no longer exists and the DOD Component head decides to return the individual home. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the DOD Component head should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the PCS costs.

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

C7330 SUBSISTENCE PAYMENTS

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

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

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

D. Maximum Allowable Amount

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

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

*a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be determined by the DOD Component head NTE the applicable maximum per diem rate for the temporary living accommodations location.

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

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

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

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

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

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

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

C7340 AUTHORIZATIONS AND CLAIMS PAYMENT

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

C7345 FUNDS ADVANCES

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the DOD Component head IAW the provisions of Ch 1, Part C. Advances must not exceed estimated expenses for a 30-day period. The advance amount must not exceed an amount based on the daily limitations established under par. C7330-D2.

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

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

C7350 GENERAL

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

C7355 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

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

C7360 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

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

C7365 DEFINITIONS

As used in this Part, the following definitions apply.

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

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

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

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

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

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

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

C7370 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

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

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

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

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

B. Return to Official Station or Home

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

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July1970).

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

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

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

C7375 PERSONAL EMERGENCY SITUATION

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

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C7375-E), transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel authorization/order must be issued if the DOD component decides that it is in the GOV'T's interest to return the employee to the TDY location after the personal emergency situation is resolved.

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

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C7375-E), take leave for travel to an alternate destination where the personal emergency exists, and return to the TDY assignment.

2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C7375-C.

C. Discount Airfare Use

1. Contract city-pair airfares, as well as other reduced airfares available to a Federal traveler on official business, should be used for emergency leave travel authorized in par. C7375-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.

2. If a contract city-pair airfare is not available, policy-constructed airfare (see APP A) (including a lower or equal airfare offered by a non-contract carrier limited to a GOV'T traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

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

D. Return to the PDS

1. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO/TMC, if one is available. See par. C2203.***

2. An unused portion of GOV'T-funded transportation for the TDY assignment must be used if possible.

3. The DOD component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Destination

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation; however, the employee must reimburse the GOV'T for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.

2. ***City-pair airfares may be used only when transportation is entirely GOV'T-funded.*** Since the GOV'T only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate destination and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate destination and return, city-pair airfares may not be used for travel to an alternate destination.

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 Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other 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/indes.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 service class, 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 economy/ coach 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. Economy-/Coach-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 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. Permission given 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 assignment point. GOV'T material may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

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: UB 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 UB.

NOTE 2: ICW an extended TDY assignment, UB 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. 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 economy-/coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and economy-/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 ***www.gsa.gov/citypair.*. These fares are not used in cost-construction.**

CERTIFICATED AIR CARRIER. See **U.S. CERTIFICATED 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 ***www.gsa.gov/citypair.***

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander, established and so designated by the President, through the SECDEF 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 SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or

2. Results in the call or order to, or retention on, active duty of Uniformed Services member 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 in which 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 in which ***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 1976;* 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 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 **GOVERNMENT 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.).***

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 U.S. 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 U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. 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 U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A miscellaneous 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. QTRS (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 GOV'T QTRS.

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

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the 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, SECDEF in DOD 4165.63-M, DOD Housing Management (see ***http://www.dtic.mil/whs/directives/corres/pdf/416563m.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. 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 (See APP A)of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier.

NOTE: See par. C5154-E for an article involving a weight additive.

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 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).

*9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

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 HHG shipment net weight 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 PDSs to seek a permanent residence.

IMMEDIATE FAMILY. See **DEPENDENT/IMMEDIATE FAMILY**.

INDIVIDUALLY BILLED ACCOUNT (IBA). GOV'T-sponsored contractor-issued **I**ndividually **B**illed travel charge card **A**ccount**" (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 a member 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 **PDS.**

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.**

***ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. See **OCONUS.**

PER DIEM ALLOWANCE.** The per diem allowance **(also referred to as subsistence allowance)** is a daily payment instead of actual expense reimbursement for the actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other Miscellaneous Reimbursable Expenses. The per diem allowance covers all charges, including tax ***(except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below) and applicable service charges, 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 a lodging tax amount. Lodging tax in CONUS and in a non-foreign OCONUS area is a separate miscellaneous reimbursable expense. The maximum amount allowed for lodging in a foreign OCONUS area includes a lodging tax amount. Lodging tax in a foreign OCONUS area is not a separate miscellaneous reimbursable expense.***

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 IE 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 separate miscellaneous 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 separate miscellaneous reimbursable travel expense for travel OCONUS and is included as an IE 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, USC, other applicable laws, Executive orders, and decisions of the Comptroller General of the U.S. 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 U.S. 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 PDS limits 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 **at which** the member attains a military status or **at which** 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). ***(***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/order.

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 Government 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).

*8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

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, 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 U.S.;

B. Army Reserve;

C. Naval Reserve;

D. Marine Corps Reserve;

E. Air National Guard of the U.S.;

F. Air Force Reserve;

G. Coast Guard Reserve; and

H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. QTRS 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. 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/mess including the operating cost. See **GOVERNMENT 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 U.S. 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. ***(***See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.)** An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. See 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 GOV'T request (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 miscellaneous 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 applicable documentation and receipts , 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 awaiting transportation connections and delays en route beyond the traveler's control.

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 (U.S.). 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. At which 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**

Acronym	Meaning
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
CBCA	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)***
*DAS	*Defense Attaché System
*DIA	* Defense Intelligence Agency
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)***
*DON	*Department of the Navy (includes USN and USMC)
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

Acronym	**Meaning**
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel ***(C)***
FAM	Foreign Affairs Manual ***(C)***
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
*IE	*Incidental Expenses
IBA	**I**ndividually **B**illed Government Travel Charge Card **A**ccount. ***NOTE: Does not apply to any other form of personal credit card.***
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

Acronym	Meaning
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)***
*MHA	*Military Housing Area ***(U)***
MIA	Missing in Action
MIHA	Move-in Housing Allowance ***(U)***
MILAIR	Military Aircraft
MSC	Military Sealift Command ***(C)***
NIST	National Institute of Standards and Technology ***(C)***
NOAA	National Oceanic and Atmospheric Administration ***(Same as USNOAA)***
NTE	Not to exceed
NTS	Non-temporary Storage ***(also referred to as Extended Storage)***
*OC&IE	*Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance ***(U)***
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 ***(also referred to as PRO-Gear)***
PCS	Permanent Change of Station
PDS	Permanent Duty Station ***(U)***
PDT	Permanent Duty Travel ***(C)***
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ***(U)***
PHS	Public Health Service ***(Same as USPHS)***
PLEAD	Place from Which Entered (or Called) to Active Duty ***(U)***
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 ***(also referred to as PBP&E)***
QTRS	Quarters
RAT	Renewal Agreement Travel ***(C)***
RC	Reserve Component
RDD	Required Delivery Date ***(U)***
RIT	Relocation Income Tax ***(C)***
RPDCI	Retail Price Data Collection Instrument ***(U)***
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ***(C)***
SECDEF	Secretary of Defense
SES	Senior Executive Service ***(C)***
SIT	Storage in Transit
SMA	Separate Maintenance Allowance ***(C)***
SR&R	Special Rest and Recuperative Absence ***(U)***
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board ***(C)***

Acronym	**Meaning**
TCS	Temporary Change of Station ***(C)***
TDRL	Temporary Disability Retired List ***(U)***
TDY	Temporary Duty
TLA	Temporary Lodging Allowance ***(U)***
TLE	Temporary Lodging Expense ***(U)***
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ***(C)***
TQSE	Temporary Quarters Subsistence Expenses ***(C)***
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ***(same as NOAA)***
USPHS	United States Public Health Service ***(same as PHS)***
USSM	Under Secretary of State for Management ***(C)***
UTD	Uniformed Travel Determination ***(U)***
VA	Department of Veterans Affairs ***(C)***
VAMC	Veterans Affairs Medical Center ***(U)***
VPC	Vehicle Processing Center
WAE	When Actually Employed ***(C)***
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.

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

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

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APPENDIX D

CONUS MAXIMUM PER DIEM RATES

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

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PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

a. Not be employed by the GOV'T,

b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. See par. A2r.

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

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

a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;

c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976)***;

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C7150;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

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

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

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

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) ; (59 Comp. Gen. 461 (1980)).

(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 miscellaneous reimbursable 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.*** POC actual expense reimbursement 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 reimbursable 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 is a separate reimbursable expense. Foreign area room tax is included in the total lodging cost and is not a separate miscellaneous reimbursable expense. While traveling ICW this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging limited to a ceiling amount, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum per diem rateamount 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 on the Per Diem Committee website 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 2: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

*Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

B. The request must address the following questions:

1. How many members and DOD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

***NOTE*: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.**

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*APPENDIX G: MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

*A. General. This Appendix addresses the more commonly incurred miscellaneous reimbursable expenses. ***Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.*** Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DODFMR, Vol. 9, Travel Policy and Procedures at ***http://www.dtic.mil/comptroller/fmr/*** prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

*D. Miscellaneous Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. Some miscellaneous reimbursable expenses are authorized for reimbursement by this Appendix; other miscellaneous reimbursable expenses require AO authorization/approval. Miscellaneous reimbursable expenses include the following (listed in alphabetical order):

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

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
See JFTR, par. U3015 and JTR, par. C2302						
Baggage Expenses**. Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include: 1. Excess Baggage. See Baggage, Excess Accompanied. 2. Baggage Transfer. NTE the customary local rates, and necessity for the transfer must be explained. 3. Baggage Storage (with explanation). 4. Baggage Checking. NTE the customary local rates. 5. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized. A tip, separate from the fee itself, is reimbursable. b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
Baggage Handling Tips 1. **Uniformed Member** a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following: a. A traveler with a disability/special need (see JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X	X	X
Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.	X	X	X	X	X	X

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X	X	X
Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business are reimbursable when authorized/approved by the AO.		X		X	X	X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X	X	X
Currency Conversion Fees 1. Reimbursable. The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable for gains resulting from currency conversion***. 3. Travel Claim Submission. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Energy Surcharge Fees	X	X	X	X	X	X
Global Positioning System (GPS) for a Rental Car. ***The optional Global Positioning System (GPS) for a rental car is not reimbursable***.						
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DODFMR, Volume 9, Ch 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X	X	X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Inoculations. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-		X		X	X	X

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.						
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			**X**	**X**		**X**
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		**X**			**X**	
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. See ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad. 4. ***This reimbursement applies only to members/employees but not their dependents.***	**X**	**X**	**X**	**X**	**X**	**X**
Lodging, Dual. Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		**X**			**X**	
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***.	**X**	**X**	**X**	**X**	**X**	**X**

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. Mission-related expenses ***are not reimbursable***. These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		**X**		**X**	**X**	**X**
Packer Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	**X**	**X**	**X**	**X**	**X**	**X**
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		**X**		**X**	**X**	**X**
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. b. **Civilian Employee**. Reimbursement authority is for a traveler who is a U.S. citizen: (1) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (2) Serving under a service or renewal agreement, and (3) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, or (4) Emergency Technical Support Personnel. See item 5 below.	**X**	**X**	**X**	**X**	**X**	**X**

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G. 3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify the identity of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans. 4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). 6. Fee for Visa, Green card, and Photographs for OCONUS Travel. These fees are reimbursable ICW official travel. 7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. 8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP. 9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations). 10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 11. Travel Authorization/Order for Visas and Physical Examinations. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).						
Personal Expenses. ***Personal expenses are not reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
Phone Calls (Official) 1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X	X	X
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Prepaid Phone Cards/Cell Phones. See Communication Services.						
Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X	X	X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Reimbursable when authorized/approved by the AO.		X		X	X	X
Resort Fees. Resort fees, ***that are mandatory,*** are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X

*MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
VISA and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS & PREMIUM CLASS TRANSPORTATION

Part	Contents
1	Travel Purpose Identifiers
2A	Reporting Data Elements and Procedures Format
2B	First-Class Air Accommodations Codes
2C	*First-Class Decision Support Tool
3A	Business-Class Air Accommodations Codes
3B	*Business-Class Decision Support Tool
4A	Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons
4B	Reserved
4C	Reserved
4D	Reserved
4E	Reserved
4F	Premium-Class Accommodations Determination Format

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

T4000 INTRODUCTION

This APP describes the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and other non-DOD GOV'T employee who is working for DOD and is paid travel allowances funded by DOD. The activities authorized to use this APP are listed at the end of this APP, and under the conditions cited in JFTR, par. U1039, and JTR, par. C1001-B. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. This APP is to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Ch 7 for a uniformed member and JTR, Ch 7 for a civilian employee are to be used for travel of:

1. Senior ROTC,
2. RC Member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready RC member authorized muster duty allowance,
5. A Midshipman and cadet,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying a member of Congress and/or Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chs 4. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD GOV'T employee who is working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this APP are found in par. T4070. ***The provisions of this APP must not be supplemented.***

NOTE 1: See JFTR/JTR, APP E for Invitational Travel Authorizations.

NOTE 2: This APP is not used for evacuations.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow

the regulations contained in this Volume. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must ***not*** be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is ***not*** allowed.

T4010 REIMBURSEMENT RATE

*Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are provided under separate issuance by the PDTATAC. These rates also are available from the CTO.

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler is to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds. See JFTR, par. U2010 and JTR, par. C1058.

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize reimbursement for other travel-related expenses appropriate to the mission.

3. It is ***mandatory*** that the traveler arranges commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger IAW TRANSCOM policy. GOV'T and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is ***mandatory*** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.

(1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons**,** or

(2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only by authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. ***See JFTR, pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b***.

c. Must ***not*** use foreign flag transportation even if U.S. flag carrier fares are higher,

d. Who use premium-class or a foreign flag transportation presumably at GOV'T expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and

e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.

6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." ***The DOD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

7. A traveler should turn in the Trip Record expense report portion and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.

8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Ch 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at GOV'T expense on the funds of an agency (See definition in APP A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DOD ***mandatory policy*** that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DOD Component/Service regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. T4005.

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must ***not***

be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. Reimbursement is ***not allowed*** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:

a. Services available under a TMS (see APP A), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DODD 4500.9 (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/html/45009.htm***;

b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at ***http://www.dtic.mil/whs/directives/corres/html/450042.htm***; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must ***not*** be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC ***Not*** Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation

IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, ***NOTE 1*** and JFTR, par. U4326, ***NOTE 1)*** when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/ TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the DTMO rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Ch 4) (found at ***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service directives for the non-DOD Services).

When the AO has not authorized special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

NOTE:

1. Travelers are not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

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

3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel

and this company should be used.

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Only use GOV'T transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) but the amount is limited to the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020, or JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of

more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see APP A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to and from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

*The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related miscellaneous reimbursable expenses (see APP G) if the AO authorizes them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including tax) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTOs/TMCs) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; ***however, when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T QTRS cost on the U.S INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.***

NOTE: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). See par. U1045-C.

c. Civilian Employee

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

* (2) The head of a DOD Component (see APP A) concerned may authorize zero per diem or a per diem rate in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DOD Components headquarters or to a DON activity commander/head, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the authorization/order was issued), a travel authorization/order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. See ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of $110 ($76 for lodging and $34 M&IE). The AO could authorize up to $296 for lodging (300% x $110 = $330 - $34 = $296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or the Secretary Concerned and for ***only a uniformed member*** (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and tax. The traveler is to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

****NOTE 1*: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in the U.S. and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense (See APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.***

****NOTE 2*: The maximum amount allowed for lodging in foreign countries includes a lodging tax amount. Lodging tax in foreign countries is not a separate miscellaneous reimbursable expense.***

e. Lodging with **a** Friend or Relative

(1) Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** See GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

***NOTE 1**: If the friend or relative is in the business of renting on a regular basis the QTRS involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998.*

***NOTE 2**: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002.*

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

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Ch 4, Part C or JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.***

***NOTE**: A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005.*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on GOV'T mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A GOV'T mess is available only if: GOV'T lodging on a U.S. INSTALLATION is available and the command controlling the mess has made the mess available to the traveler. A GOV'T mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and $3 (in CONUS) or the locality incidental expense rate OCONUS (unless the $3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167 and JTR, par. C4554-B.

3. Incidental Expenses (IE). The traveler is paid an incidental expenses allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is $3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate for anticipated incidental expenses.

***NOTE 1*: Applicable to a civilian employee:**

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

***NOTE 2*: Applicable to a uniformed member:**

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T mess may not be directed for a civilian employee. See par. T4040-A1c***.

2. In some situations, the Secretary Concerned may approve EUM for students in particular courses when readiness requires GOV'T mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other

items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

4. <u>TDY aboard Ships</u>

a. No per diem is payable when TDY aboard a U.S. ship since QTRS and mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**

Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals **(In AOR only)**	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see "Subsist Ashore" (above table) for authorization/order type and payment guidelines.

***NOTE*: For BAS see DODFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.**

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.

b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.

c. See. JFTR, par. U3320 and JTR, par. C2192 for travel to/from a transportation terminal.

d. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. Commercial transportation expense reimbursement is authorized/ approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***See JFTR, par. U4510 for occasional meals authority***.

NOTE*: *Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

*E. Miscellaneous Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. Duty sites,

b. Lodgings,

c. Dining facilities,

d. Drugstores,

e. Barber shops,

f. Places of worship,

g. Cleaning establishments, and

h. Similar places required for the traveler's subsistence, health or comfort

3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an authorization/ order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) a year. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the ***Assigned Unit*** is an RC member's designated post of duty and the ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Select Reserve member of the Ready Reserve, travel expense reimbursement may be authorized under par. T4045-G. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and meals are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or meals are not available, per diem is payable under par. T4040-A;

2. An RC member on active duty without pay;

3. A newly enlisted member undergoing training when both GOV'T QTRS and meals are available;

4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. An RC member who commutes daily or the AO determines can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When An RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010
G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Selected Reserve member of the Ready Reserve for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance" is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Selected Reserve member of the Ready Reserve (***and not just any*** RC member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of $300 for each round trip***.

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. Lodging and Meals. The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate for the area concerned.

NOTE:

1. The maximum allowed for CONUS or non-foreign OCONUS area lodging does not include a lodging tax amount. Lodging tax in CONUS or a non-foreign OCONUS area is a separate miscellaneous reimbursable expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum allowed for foreign OCONUS area lodging includes a lodging tax amount. Tax on foreign OCONUS area lodging is not a separate miscellaneous reimbursable expense.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS 6/ & dining facility/mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized (see par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to An RC member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		
Situation	**Transportation**	**Per Diem**
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ See par. T4045-G for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

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

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of $75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense

report. EFT is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:

(a) Direct electronic transfer to the GTCC company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the GTCC company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

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

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

b. Must immediately report a lost or stolen ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO'S RESPONSIBILITIES

A. General. AOs have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, APP H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on city-pair flight use. See APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Ch 103, pars. A2 and B2 available at: http://www.transcom.mil/j5/pt/dtr.html***.

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTE:

1. If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

4. When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.

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

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not "available"*** if:

a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);

d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;

e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;

f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Ch 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***

NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective

or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year***. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Ch 4, Part H.

*12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR and JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,

b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For An RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When An RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for An RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this APP with "approve."

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/ order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

T4075 ACTIVITIES AUTHORIZED TO USE APP O

NOTE: Use of APP O is mandatory for those locations at which DTS has been fielded. Until DTS is implemented, use of APP O is only authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.

2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	13 May 1996
	U.S. Army Forces Command, Ft. McPherson, GA	13 Aug 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	25 Jun 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS	01 May 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	17 Jun 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	01 Oct 1996
U.S. Navy	USS Eisenhower ***Discontinued***	20 Jun 1996 31 Mar 1997
	PSA, Norfolk, VA	20 Jun 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	20 Jun 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	20 Jun 1996
	NPGS, Monterey, CA	20 Jun 1996
	Naval Undersea Warfare Center Div, Newport, RI	20 Jun 1996
	HQ, CINCPACFLT, Pearl Harbor, HI ***Discontinued***	20 Jun 1996 31 Mar 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	02 May 1996
	Dover AFB, DE	23 Apr 1996
	Peterson AFB, CO	01 Mar 1997
	Randolph AFB, TX	15 Apr 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	05 Jun 1996
	Hill AFB, UT	24 Mar 1997
	Mountain Home AFB, UT	24 Mar 1997
	Niagara Falls Air Reserve Station, NY	24 Mar 1997
Washington Headquarters Services	Designated organizations	01 Apr 1997

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	05 Jun 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (Discontinued)	01 May 1996 31 Mar 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	05 Jun 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	01 May 1996
National Security Agency (NSA) [2]	Fort Meade, MD	01 Mar 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	01 Jun 1996
Organization of the Joint Chiefs of Staff	Washington, DC	01 May 1996
Defense Information Systems Agency	Washington, DC	16 Jun 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	15 Jul 1997

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PART I: DOD SERVICE MEMBERS

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

A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.

B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. ***Do not submit a tour length change proposal to PDTATAC.***

C. Tour Length Exception. The tour length for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).

D. Tour Lengths. The following are OCONUS tour lengths ***for a DOD Service member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):***

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	NOTE
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	***NOTE***
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	*NOTE*
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	***NOTE***
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)	36/24	12	2 Mar 2009	4a 4d
Chongju AB	NA	12		4a
Dongduchon (Camps Casey, Hovey, Mobile, Castle	24	12		4a 4b 4c
Gwangju AB (ROK)	NA	12		4a
Joint Security Area	NA	12		4a
Kunsan AB (US)	NA	12		4a
Mujak/Pohong	NA	12		4a

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Uijongbu (Camps Jackson, Red Cloud, Stanley	24	12		4a 4b 4c
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		
Poland				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
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		
Yumurtalik	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.

*4a. Not every service member is eligible to serve an accompanied-by-dependents tour. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon availability of facilities and services as determined by the USFK Commander. Service members not eligible to serve an accompanied-by-dependents tour will serve a dependent-restricted tour.

*4b. Secretaries of Military Departments have authority to permit service members to reside at these locations while dependents reside in areas where housing and services support are available. Upon approval of a Secretarial Overseas Housing Allowance (OHA) waiver, a Service member in a non-Key Billet accompanied tour is allowed to receive the OHA rate for the location at which the family lives in Korea.

*4c. A Service member assigned to a location with limited command-sponsorship benefits is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship benefits available at that installation, prior to command sponsorship acceptance.

*4d. For an area authorized a 36-month accompanied-by-dependents tour, Service members may accept a 36- or 24-month accompanied tour.

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.

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PART II: CONFERENCE ATTENDANCE

A. General. A DOD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DOD Agency which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which a member's/DOD civilian employee's attendance is required in the performance of official duties;

2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee's official performance; and

4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part I.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).***

3. Purpose. A Uniformed member and/or a DOD civilian employee may attend conferences at GOV'T expense to:

a. Further Service or DOD Agency programs;

b. Present scientific and technical papers which further the development of the U.S. resources; and

c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DOD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

*E. Registration Fees and Miscellaneous Reimbursable Expenses

*1. When Travel Is Involved. Registration fees authorized in the travel authorization/order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165-2b). Information should be included on the travel authorization/order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel authorization/order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

*4. Miscellaneous Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DOD Agency's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization/order to attend the conference has been generated. When the

authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision
Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences
File: B-300826
Date: March 3, 2005

DIGEST
The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

(1) Meals and refreshments are incidental to the conference,

(2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

(3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of $39.00 and the Standard GMR of $10.80 to compute the PMR amount. The $39.00 consists of $36.00 for meals and $3.00 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

Step 1	Add the locality Meal rate and Standard GMR	$36.00 + $10.80 = $46.80
Step 2	Divide step 1 total in half (rounded up to the dollar)	$46.80 ÷ 2 = $23.40 (Rounded to $23.00)
Step 3	Add step 2 total to the CONUS incidental expense rate	$23.00 + $3.00 = $26.00
Step 4	Proportional Meal and Incidental Expense Rate	$26.00

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS rate applies). Lodging is $55/night and GMR is $10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of $26.00 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JTR, par. C4553-C2 and JFTR, par. U4147).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Date	Computation	Total
Day 1	$55 + ($39 (M&IE) x 75 %) = $29.25 =	$ 84.25
Day 2	$55 + $26 (PMR) =	81.00
Day 3	$39 x 75% =	29.25
TOTAL		**$ 194.50**