

# **THE JOINT TRAVEL REGULATIONS**

## **VOLUME 2**

### **DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL**

Published by:

The Per Diem, Travel and Transportation Allowance Committee,  
A Division of the Defense Travel Management Office (DTMO),

Department of Defense  
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Arlington, Virginia 22203-1546  
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**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE**

OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Joint Travel Regulations, Volume 2  
(b) CPR T3, with all changes thereto  
(c) NCPI 4650, with all changes thereto  
(d) AFM 40-10, with all changes thereto  
(e) Department of Defense Directive 5154.20, dated 23 June 1964

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to DOD civilian employee travel are rescinded.

The regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination is reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR  
Under Secretary of the Army

KENNETH E. BELIEU  
Under Secretary of the Navy

LEONARD MARKS, JR  
Assistant Secretary of the Air Force

**JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)****Change 524 — 1 June 2009**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 June 2009 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

**LYNN S. HEIRAKUJI**

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

**LYNDA DAVIS**

Deputy Assistant Secretary of the Navy  
(Military Personnel Programs)

**BARBARA J. BARGER**

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

- D. Applicable CAP Items. This change includes all material written in the following CAP Items: 06-09(E); 20-09(E); 22-09(I) through 25-09(I), 34-09(I), and 36-09(I).

- E. Brief of Revision. The following are this month's major revisions:

C1001-E. Clarifies that if an expense is incurred and reimbursed by another entity, that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by the GOV'T.

C1065-A. Changes punctuation for readability.

C2053. Updates APP G reference for use of Aero Club Aircraft.

C2204-C4b Example. Reinserts wording on U.S.-certificated air carriers Air Travel Schedule Selection that was unintentionally deleted.

C5410-B&C. Updates websites for animal importation and exportation information.

C7450; C7455; C7460; and C7465. Adds ADA Amendments Act of 2008 changes enacted under Public Law 110-325 effective 1 January 2009.

C7700-B. Clarifies that once a traveler meets the eligibility requirement for FEML and is not otherwise prohibited by the paragraph (e.g., maximum number of trips) the FEML is not discretionary and the supervisor/commander may not deny the FEML.

APP G. Clearly state materials are not miscellaneous reimbursable travel expenses.

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**JOINT TRAVEL REGULATIONS**

**VOLUME 2**

**CHANGE 524**

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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JTR	ROC	<b>524</b>	<b>523</b>											
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## 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 incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not 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](mailto: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) FTA AND 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](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](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](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](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. FTA and 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](#), [TOSE](#) 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 B: CONDITIONS/FACTORS

### C1050 GENERAL

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

B. Travel Justification ([FTR §301-71.101](#))

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

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

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

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

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

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

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DOD component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare. See par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

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

C. PCS

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

- a. A written travel authorization/order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
- b. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written authorization/order has been received,
- c. The travel authorization/order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

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

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

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

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

### C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

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

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

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at [http://www.apd.army.mil/series\\_range\\_pubs.asp?range=60](http://www.apd.army.mil/series_range_pubs.asp?range=60), DOD Instruction 1330.9, dated 7 December 2005 Under Secretary of Defense for Personnel and Readiness (USD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/pdf/133009p.pdf> and DOD 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations at <http://www.dtic.mil/whs/directives/corres/pdf/133017p.pdf>, and at the local commander's discretion.

### C1052 TRAVEL AND TRANSPORTATION FUNDING

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

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

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

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

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

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

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

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

C. Movement within the Same DOD Component

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

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

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

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

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

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

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

D. RAT

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

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.
2. Return to a Different OCONUS PDS. Except for a DODEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DOD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DOD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.
3. Obtaining a Position while on Leave in the U.S. An employee:
  - a. Who:
    - (1) Returns to the U.S. under a renewal agreement, and
    - (2) Arranges a movement to a PDS in the U.S. while on leave,
  - b. Is authorized:
    - (1) Reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence indicated in the OCONUS service agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost to the actual residence.
    - (2) If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
    - (3) Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel authorization/order to provide for return from the losing activity to the actual residence for separation.
    - (4) The travel and transportation expenses are funded as provided in par. C1052-E.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).

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

a. When an employee under an agreement:

- (1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) After arrival at the destination is employed by another DOD component without a break in service,

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

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

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

### C1053 IDENTIFICATION CARD

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

1. DOD Instruction 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at <http://www.dtic.mil/whs/directives/corres/pdf/10001p.pdf>), and
2. DOD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at <http://www.dtic.mil/whs/directives/corres/pdf/100013p.pdf>).

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

### C1054 PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

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

6. Other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green card). See APP G.

2. Travel Requirements

a. The necessary passport, visa (including green card) when required (see APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. With few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into a:

(1) Foreign country, or

(2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. A passport is valid for a specific period from the issuance date and requires renewal or re-issuance. If practical, renew before it expires.

2. Visas and immunizations also have time limitations.

**C1055 GOV'T QTRS USE/AVAILABILITY**

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

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

1. When TDY/delay is at other than a U.S. INSTALLATION;

2. When an AO determines GOV'T QTRS use would adversely affect mission performance ***NOTE: An employee in a Senior Level (SL) position, Scientific and Professional (ST) position and an SES employee (including individuals described under 5 USC §5703) determines personal QTRS availability.***;

3. During en route travel periods; or

4. For TDY/delay of less than 24 hours at one location.

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

**C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))**

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

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

**C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))**

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

**C1059 SCHEDULING TRAVEL**

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

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

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

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

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

A. Starting and Ending Travel

1. General

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

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

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

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:

- a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or
- b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. ([56 Comp. Gen. 847 \(1977\)](#)).

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

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

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

#### C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

- a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
- b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See the **NOTE** following par. C1060-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

- a. The origin or destination is OCONUS; and
- b. Travel is by a usually traveled route; and
- c. Travel is by less than first/business-class accommodations; and
- d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport

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

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

3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:
  - a. Travel is authorized by first- or business-class service.
  - b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.
  - c. A traveler takes leave at a stopover.
4. En Route Rest Stop Location. An en route rest stop:
  - a. May be authorized/approved at any intermediate point; and
  - b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
  - c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).
5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
6. Per Diem. The rest stop locality per diem rate applies.

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

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

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

2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first- or business-class accommodations; or
4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform

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

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

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

### **C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

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

### **C1065 OFFICIAL DISTANCE DETERMINATION**

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

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

***Effective 1 March 2009***

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

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

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

B. **Privately Owned Airplane**

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined from aeronautical charts, the flight time multiplied by the aircraft's cruising

speed is used to determine distance.

**C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS**

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

## PART B: GOVERNMENT CONVEYANCE TRAVEL

### C2050 GOV'T AUTOMOBILE

#### A. Requirements

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

#### B. Exceptions

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

#### C. Limitations

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

### C2051 GOV'T AIRCRAFT

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

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

**C2053 USE OF AERO CLUB AIRCRAFT**

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

## SECTION 3: COMMERCIAL AIR TRANSPORTATION

### C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO/TMC is mandatory.*** See par. C2203-D for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

#### B. Service Class

##### 1. General. GOV'T policy is that:

- a. A traveler must be provided coach-/economy-class airline accommodations for all official travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2) and substantiated to justify premium-class transportation.
- b. Each command and traveler should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
- c. First-class airline accommodations may be used at GOV'T expense only as permitted in par. C2204-B3.
- d. Business-class accommodations may be used at GOV'T expense only as permitted in par. C2204-B4.
- e. See par. C2000-A2 regarding authorizing premium-class transportation before or after travel.
- f. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

***NOTE 1: A COMMAND MUST NOT PERMIT A CTO/TMC TO ISSUE A TRAVELER A PREMIUM-CLASS TICKET WITHOUT PRIOR PROPER AUTHORIZATION.***

***NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the travel authorization/order (see par. C2000-A2) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). See APP I, Part 2, par. C and APP A, BLANKET TRAVEL AUTHORIZATION for an exception concerning a Blanket Travel Authorization amendment for premium-class transportation use.***

##### 2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a traveler IAW par. C2204-A3. [DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) for a DOD traveler.

- (1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2.

c. Premium Class Approval Authorities.

	<u>First Class</u> ( <a href="#">DODD 4500.9</a> )	<u>Business Class</u>
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. ([OMB Bulletin 93-11, 19 April 1993](#)) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: See APP H, Part II, Section C, for a first-class decision support tool.***

a. Lower Class Airline Accommodations Are Not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When par. C2204-B3 is used to justify premium-class accommodations, the AO must ensure the travel authorization/order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-/economy-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival/reporting time in these cases is not mission critical.

b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than first-class accommodations would entail danger to the traveler’s life or GOV’T property.

(2) An agent of a protective detail accompanying an individual authorized to use first-class accommodations.

- (3) Couriers and control officers accompanying controlled pouches/ packages and business-class accommodations are not available.
- d. When Required by the Mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign government's traveling to the U.S. to consult with members of the Federal GOV'T. For DOD, the approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director. Business-class should be used if available.
- e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.
- f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), [DOD 5500.7-R](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html)). One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.
- g. Congressional Travel. Travel of a DOD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). See Ch 7, Part I.
4. **Business-class Accommodations Use.** *(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. See APP H, Part III, Section B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:
- a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When "space is not available in coach-class" is used to justify premium-class accommodations, the travel authorization/order must clearly annotate when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. The return flight requires coach-/economy-class accommodations if the flight is not critical and the traveler can rest before reporting back to work. See par. C2000-A2d.
- b. See par. C2000-A2c for Medical Reasons.
- c. Exceptional Security Circumstances Require Such Travel. Examples are:
- (1) A traveler whose use of other than business-class accommodations would entail danger to the traveler's life or GOV'T property.
  - (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
  - (3) Couriers and control officers accompanying controlled pouches/packages.
- d. When Required by the Mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign GOV'T's

traveling to the U.S. to consult with members of the Federal GOV'T. The approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), [DOD 5500.7-R](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html). The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved IAW the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

h. Business-class Accommodations Use Would Result in an Overall Savings to the GOV'T Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and attached to the travel authorization/order.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See **NOTE 2** below.

***NOTE 1:*** *The “length of flight (14, 20, 30, 40 hours)” is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using ‘length of flight’ to justify business-class accommodations, the business-class authorizing/ approving official must ensure the travel authorization/order clearly annotates when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-/economy-class and business-class accommodations.*

***NOTE 2:*** *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization/order IAW par. APP I, Part 4, par. A2, item 16 (c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

***NOTE 3:***

***(1) The traveler is not eligible for business-class airline accommodations at GOV'T expense if:***

***(a) A ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) 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.***

***(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 including scheduled non-overnight time spent at airports during plane changes.***

(3) *On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations must be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*

(4) *When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.*

j. Congressional Travel. Travel of a DOD employee accompanying a Member of Congress or an armed forces member on official travel under the authority in 31 USC §1108(g). See Ch 7, Part I.

k. Required by Foreign GOV'T Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. GOV'T's interest.

5. Documentation Requirements. See APP H for document requirements/procedures.

a. Travel Authorizations. See par. C2000-A2a.

b. Travel Certification. A traveler must certify on the travel authorization/order, or by attachment to the travel authorization/order justification(s) for the use of premium-class airline accommodations. ***Premium-class transportation accommodations use is limited to those circumstances listed in pars. C2204-B3 and C2204-B4.*** Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization/order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization/order. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

### C. U.S.-certificated Air Carrier Use

***NOTE 1: The 'Fly America Act' does not mandate 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 flag air carrier may be authorized or approved (GSBCA 16632-RELO, 15 July 2005)).***

***NOTE 2: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employees, or their dependents. Uniformed Service members, DOD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. C2204 (FTR §301-10.135).***

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

a. The carrier performs the required commercial air transportation, and

b. The service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,

- (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
- (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
- (4) The only U.S.-certificated air carrier service available between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (a brief non-work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen 629 \(1977\)](#)).

***NOTE:*** When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. GOV'T and another country's government are parties, and which the Department of Transportation has determined meets the 'Fly America' Act requirements.
- b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to/from the nearest interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.
- c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) ([59 Comp. Gen. 223 \(1980\)](#)).
- d. Non-U.S.-certificated air carrier service would be three or fewer hours, and U.S.-certificated air carrier use would at least double en route travel time.
- e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); ***NOTE:*** See the *Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.*
- f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:
  - (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
  - (2) Extend travel time by at least 6 hours or more; or
  - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of non-U.S.-certificated (foreign) air carrier use based on a threat against GOV'T employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S.-certificated air carrier, but less than first-class accommodations are available on a non-U.S.-certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

l. The total delay, including delay travel initiation from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) ([56 Comp. Gen. 629 \(1977\)](#)).

n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), [DOD 5500.7-R](#), at [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/index.html).

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial non-U.S.-certificated air transportation may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization/order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification number(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

#### 4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines. When:

- (1) U.S.-certificated air carrier service is available at origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
- (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

**Example**

Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, has a choice of the following four schedules (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

<b>Schedule I</b>				<b>Schedule II</b>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non-U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non-U.S.	Depart:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<b>Schedule III</b>				<b>Schedule IV</b>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non-U.S.	Depart:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. See [55 Comp. Gen. 1230 \(1976\)](#).

5. Reimbursement. *There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used.* If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part or the entire trip, the transportation cost on the non-U.S.-certificated air carrier is not payable ([41 CFR §301-10.143](#)).

D. Carrying Dangerous Weapons Aboard a Commercial Aircraft. When compatible with the mission, any person in DOD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

## PART I: PET QUARANTINE

### C5400 GENERAL

This Part clarifies pet quarantine and/or transportation reimbursement for PCS moves.

### C5405 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge ([B-206538, 14 September 1982](#)), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. C5310-D7 and D8.

### C5410 GENERAL PET INFORMATION

\*A. GOV'T-funded Pet Transportation Not Authorized. *Pet transportation is not a separately reimbursable expense, but can be claimed under MEA IAW par. C5310-D8.*

\*B. Pet Quarantine Information. The following websites contain useful information on pet quarantine: [http://www.aphis.usda.gov/import\\_export/animals/animal\\_import/animal\\_imports\\_pets.shtml](http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_pets.shtml) or <http://www.cdc.gov/ncidod/dq/animal/index.htm>.

C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

1. A traveler who has questions regarding returning to the U.S. with an exotic pet, should contact the FWS prior to transporting the pet(s) at 1-800-358-2104 or (703) 358-2104.

\*2. The website address for obtaining information on permits through the FWS is located at <http://www.fws.gov/permits/>. A fact sheet for traveling abroad with your bird may be found at <http://www.fws.gov/international/pdf/pe.pdf>. Applications for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is located at <http://forms.fws.gov/3-200-46.pdf>.

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.*

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties ([FTR §302-16-1](#)).

2. Accompanied baggage and HHG shipment (UB, etc.) must not include live animals.

3. TQSA or TQSE – lodging expense incurred for the employee's pet, for example a second hotel room. Adopted from [GSBCA 15843-RELO, 24 July 2002](#).

4. Kennel or boarding fees, for example, the employee paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee's residence. Adopted from [GSBCA 16104-RELO, 19 June 2003](#).

5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable an employee to bring a pet to the new PDS. Adopted from [GSBCA 16827-RELO, 14 April 2006](#).

**C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

When employee and/or dependent transportation includes a pet shipment, see the Note in APP P1, par. A6a.

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

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

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

1. Employee with a disability, as defined in par. C7455, incident to TDY or a PCS ([59 Comp. Gen. 461 \(1980\)](#)), and
- \*2. Eligible dependent with a disability traveling ICW a PCS per the Agency's determination.
- \*3. Tuition-free DODEA dependent student with a disability IAW par. C5123.

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

**C7455 DEFINITIONS**

The terms below are defined for this Part.

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

B. Disability. A "disability" means:

1. Having a physical/mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment; or
- \*3. Regarded as having such an impairment but must not be applied to transitory or minor impairments. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

C. Physical/Mental Impairment. "Physical/mental impairment" means:

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

D. Major Life Activities. In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

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

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

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

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

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

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

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

**C7460 ALLOWABLE EXPENSES**

\*The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability/special need when appropriate IAW Agency/Service regulations:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/special need;
- \*4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities, see JFTR/JTR, APP G, Baggage Expenses and Handling Tips;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
- \*6. Premium-class accommodations when necessary to accommodate a traveler with a disability/special need per the Agency’s/Service’s premium-class travel policy. See par. C2000-A2c and APP P, Part II, Section C, FAQ #2 for medical justification of premium-class accommodation use.
- \*7. Service of an attendant, when necessary, to accommodate the employee’s disability/special need. See JFTR/JTR, APP E (Part I), par. A2I if the attendant traveler is not an employee or member.

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

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

<http://www.opm.gov/hrd/lead/pubs/handbook/lrbsa6.asp> .

**C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

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

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**PART N: FEML**

**C7700 FEML TRANSPORTATION**

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

B. Eligibility

**\*NOTE:** *Once an employee/dependent meets FEML eligibility, unless otherwise prohibited by par. C7700, the employee/dependent is authorized FEML and it is not discretionary.*

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

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

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

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

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

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

C. Limitation

1. Number of FEML Trips

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

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

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

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

2. Time Limitation. FEML travel by an employee/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by an employee/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. FEML travel by an eligible employee/dependent must be performed prior to the FEML tour completion per [CBCA 1067-TRAV, 26 June 2008](#). ***NOTE: A major command is ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

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

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

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

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

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

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

a. Example 1

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

b. Example 2

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

5. Location Designation/Recertification

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

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

E. Transportation

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

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

3. Procurement. Commercial air transportation must be IAW par. C2203.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. ***See par. C2192, and Ch 2, Part C.***
- b. Reimbursement must not exceed the GOV'T-procured transportation cost between an employee's duty station and the authorized destination, plus the cost of ground transportation as noted in par. C7700-E4a, as determined in par. C7750-C2.

5. Transportation Funded by a Host GOV'T. If an employee/dependent(s) receives transportation funded by a host GOV'T that is comparable to FEML, they are not eligible for an FEML trip.

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

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

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

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

1. Transfer for compassionate reasons,
2. Management-initiated transfer,
3. Involuntary separation through no fault of the employee, or

4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

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

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

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

**APPENDIX G: MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses the more commonly incurred miscellaneous reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. [DODFMR, Vol. 9, Travel Policy and Procedures](http://www.dtic.mil/comptroller/fmr/) at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Miscellaneous Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. Some miscellaneous reimbursable expenses are authorized for reimbursement by this 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
<p><u>ATM Use (Civilian Employee)</u>.</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. See OSD Comptroller memo dated 19 July 2002, and the <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DOD Financial Management Regulations (DODFMR)</a>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><u>ATM Use (Uniformed Member)</u></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. See OSD Comptroller memo of 19 July 2002 and the "<a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DOD Financial Management Regulations</a>", Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><u>Baggage, Excess Accompanied (Transportation Cost)</u>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DOD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in advance of travel.</p>	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						
<p><b>Baggage Expenses.</b> Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> <li>1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied.</li> <li>2. <u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained.</li> <li>3. <u>Baggage Storage (with explanation).</u></li> <li>4. <u>Baggage Checking.</u> NTE the customary local rates.</li> <li>5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> <li>a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable.</li> <li>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</li> </ol> </li> </ol>	X	X	X	X	X	X
<p><b>Baggage Handling Tips</b></p> <ol style="list-style-type: none"> <li>1. <b>Uniformed Member</b> <ol style="list-style-type: none"> <li>a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or GOV'T) at a transportation terminal.</li> <li>b. <u>Lodging Establishment.</u> Reimbursement is authorized <u>only</u> for transportation-related tips for handling <u>GOV'T property</u> at lodging establishments.</li> </ol> </li> <li>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following:                     <ol style="list-style-type: none"> <li>a. A traveler with a disability/special need (see JTR, par. C7460-4),</li> <li>b. Handling of GOV'T property,</li> <li>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</li> <li>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</li> </ol> </li> </ol>	X	X	X	X	X	X
<b>Birth Certificates.</b> The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
<b>Carrier Terminal Fees.</b> 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
<b>Cell Phone Use.</b> 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. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<p><b>Check Cashing.</b></p> <ol style="list-style-type: none"> <li>1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</li> <li>2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.</li> </ol>	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Check Costs.</b> 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
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Communication Services.</b> GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<b>Computer Connections.</b> 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
<b>Conveyance Costs.</b> 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
<b>Currency Conversion Fees</b>  1. <b>Reimbursable.</b> 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. <b>Not Reimbursable.</b> Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable for gains resulting from currency conversion.</b>  3. <b>Travel Claim Submission.</b> 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. <b>Supplemental Vouchers.</b> 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
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Energy Surcharge Fees</b>	X	X	X	X	X	X
<b>Global Positioning System (GPS) for a Rental Car.</b> <i>The optional Global Positioning System (GPS) for a rental car is not reimbursable.</i>						
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>GTCC</b>  1. <b>Late Payment Delinquent Fees.</b> 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 <a href="#">DODFMR, Volume 9</a> , Ch 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.  2. <b>Expedited Delivery.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Inoculations.</b> 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
<b>Insurance, Driving-Related.</b> 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 ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.						
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging.  2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).  2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>License/Permit, International Driver's</b>  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 <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X	X	X
<b>Lodging, Dual.</b> 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
<b>Lodging Fees/Daytime Lodging Charges.</b> 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
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> 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	
<b>Lodging Tax</b> (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 <i>not separately reimbursable.</i>	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>*Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to ) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
<b><u>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</u></b>  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 <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , 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
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV’T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i>	X	X	X	X	X	X
<b>Parking Fees at a Terminal.</b> 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
<b><u>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</u></b>  1. <u>Reimbursement Eligibility</u>  a. <b>Uniformed Member.</b> 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. <b>Civilian Employee.</b> 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
<p>2. <u>Acquired Dependent (Uniformed Member Only)</u>. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees</u>. 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.</p> <p>4. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Fee for Visa, Green card, and Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of <a href="#">U.S. passports</a> 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 <a href="#">regular fee passport</a>. See <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. 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 <a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations</u>. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:</p> <ul style="list-style-type: none"> <li>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</li> <li>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.</li> </ul> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
<b>Personal Expenses. <i>Personal expenses are not reimbursable.</i></b> These include batteries,						

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
<u>Pet Quarantine.</u> See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
<b><u>Phone Calls (Official)</u></b>  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 <a href="#">GSBCA 14554-TRAV. 18 August 1998</a> ).  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
<b><u>Physical Examination Fees.</u></b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b><u>Prepaid Phone Cards/Cell Phones.</u></b> See Communication Services.						
<b><u>Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked.</u></b> 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
<b><u>Registered Traveler Membership Fee.</u></b> 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.						
<b><u>Registration Fee.</u></b> 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
<b><u>Rental Car Administrative Fees.</u></b> Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
<b><u>*Reports/Correspondence Preparation Services</u></b> (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257 (1935)</a> ). This does not cover any materials. See mission-related expenses.		X		X	X	X
<b><u>Resort Fees.</u></b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
<b><u>Room Rental.</u></b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
<b><u>Service and Processing Fees.</u></b>  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	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.						
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
<b>Tips for Handling GOV'T Property.</b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
<b>Transportation to/from Terminal.</b> 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
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
<b>VISA and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

**PART I: DOD SERVICE MEMBERS**

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
*Kabul (Personnel assigned to SAO)	NA	12	08-10-07	*11
<b>Alaska</b> (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		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	NA	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
*Yerevan (Personnel assigned to ODC)	24	18	07-06-06	*10
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
*Baku (Personnel assigned to ODC)	24	18	07-06-06	*10
<b>Azores</b> (See Portugal)				
<b>Bahamas</b>				
Andros Island	24	24		
<b>*Bahrain</b>	24	12		*8, 14
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	NA	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
*Banja Luka	24	18	06-30-08	*15
*Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	*10
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	NA	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b>	NA	12		
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>*Chad</b>	24	12	05-02-08	*12
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete (See Greece)</b>				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
*Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	*11
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	NA	12		
<b>Egypt</b> (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		
<b>El Salvador</b>	NA	12		
Personnel assigned to SAO	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
*Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	*11
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
*Accra (Personnel assigned to ODC)	24	18	03-19-07	*11
<b>Gibraltar</b>	36	24		
<b>Greece</b> (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		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
*Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	*11
<b>Hawai'i</b> (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	NA	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (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		
<b>India</b>	24	12		
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (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	
<b>Johnston Atoll</b>	NA	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
*Astana (Personnel assigned to SAO)	24	12	08-10-07	*11
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	*4, 7
*Chongju AB	NA	12		*4
*Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		*4, 5, 6
*Gwangju AB (ROK)	NA	12		*4
*Joint Security Area	NA	12		*4
*Kunsan AB (US)	NA	12		*4
*Mujak/Pohang	NA	12		*4
*Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		*4, 5, 6
<b>*Kuwait</b>	24	12		*9

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	NA	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>*Liberia</b>	24	18	06-30-08	*15
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	NA	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	NA	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
*Podgorica (Personnel assigned to ODC)	24	24	01-28-08	*11
<b>Morocco (except as indicated)</b>	24	15		
Casablanca	24	12		
Errachidia	NA	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	NA	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
*Abuja (Personnel assigned to ODC)	24	24	04-11-07	*11
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa (See Japan)</b>				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama (except as indicated)</b>	36	24		
Galeta Island	NA	12		
<b>Paraguay</b>	24	18		
<b>Peru (except as indicated)</b>	36	24		
Lima MAAG	30	18		
<b>Philippines (except as indicated)</b>	NA	12		
Metropolitan Manila	24	18		
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal (except as indicated)</b>	36	24		
Azores Islands	24	15		
<b>Puerto Rico (except as indicated)</b>	36	24		
Caguas	36	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen	36	18		
Vieques Island	NA	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
<b>Russia</b>				
*Moscow (Personnel assigned to DAO)	24	24	02-15-07	*11
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>*Saudi Arabia</b> (except as indicated)	24	12		*8
*Eskan Village, Riyadh	24	12	07-18-08	*13
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
*Dakar (Personnel assigned to ODC)	24	24	03-21-07	*11
<b>Serbia</b>				
*Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	*11
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (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		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (except as indicated)	24	15		
Balikesir	NA	12		

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

**NOTES:**

1. Tour-length policies for a service member assigned to a duty station within Alaska or within Hawai'i are outlined in [DODI 1315.18](#), par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.

\*4. Not every 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.

\*5. 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.

\*6. 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.

\*7. For an area authorized a 36-month accompanied-by-dependents tour, Service members may accept a 36- or 24-month accompanied tour.

\*8. Due to threat levels, dependents are not currently authorized at this location.

\*9. 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.

\*10. 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.

\*11. "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.

\*12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

\*13. 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).

\*14. 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).

\*15. May be accompanied by adult dependents age 18 years or older.

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