

**JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)****Change 525 — 1 July 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 July 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: 69-08; 29-09(I); 30-09(I); 32-09(I); 35-09(I); and 37-09(I).

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

C2102 revised. Aligns with JFTR, par. U3415-C.

C5168-B4c. Clarifies par. C5168-B4c indicating that, an increase in the restricted HHG weight allowance is only applicable when the employee departs the administratively weight restricted area.

C5368-B. Deletes reference to suggested TQSE(AE) format and replaces with DD Form 2912.

APP AI, Proportional Meal Rate definition. Aligns PMR definition with par. C1007-A3.

APP A2. Adds acronyms for DAS, DIA, and DPM.

APP I2, Par. E. Adds GSBCA decisions emphasizing when the employee's expenses are reimbursable if the travel authorization/order is rescinded or the employee incurred expenses based on an anticipated travel authorization/order.

C1001-B deleted; C1006; C1008; C1201; C2003 added; C2053; C2102-C, NOTE added; C4405; C4360-E2b; C4430-A; C4430-C; C4430-F deleted; C4530; C4550; C4552-D; C4552-I; C4554-A; C4554-C; C4556; C4557 deleted; C4560; C4561 deleted; C4566; C4604; C4608-B; C4612 deleted; C4614 deleted; C4616 deleted; C4622-A; C4622-B; C4626, Examples 1-2; C4678; C5530-A; C7515-A2; C4553-A; C4553-C2; C4555-B3, Example 2; APP I, Part I, A-3, footnote 5 deleted; APP A, Temporary Duty (TDY); APP A, Trip Record definition added; APP L; APP O (pars. T4000; T4005; T4010; T4020; T4025; T4030; T4040; T4045; T4050; T4060; T4070; T4075). Mirror the allowances in Chs 1- 4 to those in APP O and prescribe APP O as a summary only.

***The following allowances currently in APP O were changed in Ch 4:***

Reduction in per diem for GOV'T meals: travelers receive the full M&IE rate unless the AO prescribes the GMR or PMR based on availability of GOV'T meals for civilian employees (no longer based on consumption for employees). However, since employees may not be forced to stay in GOV'T QTRS then the AO's ability to specify the GMR or PMR is limited to during training or deployments.

The 55% flat rate per diem rate for civilians on long-term TDY over 180 days and training over 30 days is deleted.

Lower per diem rates may only be prescribed by the Service Secretary or head of a DOD component. This includes deleting par. C4554-C that allows the AO to prescribe a reduced per diem rate in an OCONUS location that does not have establishments that prepare and serve meals.

Actual cost is reimbursed for rental aircraft (aero club), without limiting to the GOV'T travel (including passengers).

The \$3.50 incidental expense (IE) only applies if the AO determines that it is adequate rather than being the OCONUS installation TDY standard.

The AO's authority to set a per diem rate for an employee's travel in the local area was deleted; the AO may authorize per diem if the employee's travel is over 12 hours and the employee requires overnight lodging.

Essential Unit Messing (EUM) was added for civilian employees TDY for training.

'Personnel traveling together' was added to Ch 4.

The prohibition on paying the meal portion of per diem when EUM has been declared does not begin until 0001 on the first full day of EUM and ends at 2400 on last full day of EUM.

***The following allowance changes current in Ch 4 were made to the existing APP O:***

Authority to pay actual expense allowance (AEA) for lodging & meals (with this change, an AEA can be for lodging only, or lodging & meals).

The words authorize and approve were used synonymously in APP O. These terms are aligned with the APP A definitions – authorize must be done in advance and approve is done after the fact.

Clarify that an employee TDY to a ship may stay ashore and be paid per diem when the ship is in port, may be authorized to procure meals ashore and may be reimbursed for lodging retained ashore during short trips, if authorized/approved.

Since an employee may not be required to stay in GOV'T QTRS, the AO's ability to specify the GMR or PMR is without effect except during training or deployments.

AO can authorize/approve the lodging locality rate when lodging (GOV'T or commercial) is not available at the TDY location and must be obtained in an adjacent area that is a higher locality rate.

**JOINT TRAVEL REGULATIONS**

**VOLUME 2**

**CHANGE 525**

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.

<b>JTR</b>		<b>525</b> 07-09	<b>524</b> 06-09	<b>523</b> 05-09									
<b>JTR</b>	Title	524	<b>524</b>	519									
JTR	CL	<b>525</b>	<b>524</b>	<b>523</b>									
JTR	ROC	<b>525</b>	<b>524</b>	<b>523</b>									
JTR	Intro	523	523	<b>523</b>									
JTR	TOC	<b>525</b>	518	518									
<b>Chapter 1</b>	TOC	<b>525</b>	518	518									
Ch 1	Part A	<b>525</b>	<b>524</b>	<b>523</b>									
Ch 1	Part B	524	<b>524</b>	522									
Ch 1	Part C	517	517	517									
Ch 1	Part D	<b>525</b>	518	518									
Ch 1	Part E	523	523	<b>523</b>									
Ch 1	Part F	518	518	518									
<b>Chapter 2</b>	TOC	<b>525</b>	522	522									
Ch 2	Part A	<b>525</b>	518	518									
Ch 2	Part B	<b>525</b>	<b>524</b>	521									
Ch 2	Part C	<b>525</b>	517	517									
Ch 2	Part D1	518	518	518									
Ch 2	Part D2	521	521	521									
Ch 2	Part D3	518	518	518									
Ch 2	Part D4	523	523	<b>523</b>									
Ch 2	Part E1	518	518	518									
Ch 2	Part E2	518	518	518									
Ch 2	Part E3	524	<b>524</b>	518									
Ch 2	Part E4	518	518	518									
Ch 2	Part E5	518	518	518									
Ch 2	Part E6	518	518	518									
Ch 2	Part E7	520	520	520									
Ch 2	Part F	518	518	518									
Ch 2	Part G	518	518	518									
Ch 2	Part H	523	523	<b>523</b>									
Ch 2	Part I	522	522	522									
Ch 2	Part J	518	518	518									
<b>Chapter 4</b>	TOC	<b>525</b>	521	521									
Ch 4	Part A	519	519	519									
Ch 4	Part B	519	519	519									
Ch 4	Part C	519	519	519									
Ch 4	Part D	519	519	519									
Ch 4	Part E	519	519	519									
Ch 4	Part F	519	519	519									
Ch 4	Part G	519	519	519									

JTR		525 07-09	524 06-09	523 05-09									
Ch 4	Part H	519	519	519									
Ch 4	Part I	525	523	523									
Ch 4	Part J	525	520	520									
Ch 4	Part K	525	523	523									
Ch 4	Part L	525	523	523									
Ch 4	Part M	525	523	523									
Ch 4	Part N	525	523	523									
Ch 4	Part O	523	523	523									
Ch 4	Part P	517	517	517									
Ch 4	Part Q	519	519	519									
Ch 4	Part R	519	519	519									
Ch 4	Part S	519	519	519									
Ch 4	Part T	522	522	522									
<b>Chapter 5</b>	TOC	521	521	521									
Ch 5	Part A	518	518	518									
Ch 5	Part B	523	523	523									
Ch 5	Part C1	519	519	519									
Ch 5	Part C2	523	523	523									
Ch 5	Part C3	523	523	523									
Ch 5	Part C4	523	523	523									
Ch 5	Part C5	517	517	517									
Ch 5	Part D1	523	523	523									
Ch 5	Part D2	523	523	523									
Ch 5	Part D3	525	523	523									
Ch 5	Part D4	523	523	523									
Ch 5	Part E1	519	519	519									
Ch 5	Part E2	518	518	518									
Ch 5	Part E3	519	519	519									
Ch 5	Part F	519	519	519									
Ch 5	Part G	519	519	519									
Ch 5	Part H1	521	521	521									
Ch 5	Part H2	525	523	523									
Ch 5	Part H3	523	523	523									
Ch 5	Part I	524	524	519									
Ch 5	Part J	522	522	522									
Ch 5	Part K	525	522	522									
Ch 5	Part L1	519	519	519									
Ch 5	Part L2	517	517	517									
Ch 5	Part L3	519	519	519									
Ch 5	Part L4	523	523	523									
Ch 5	Part L5	523	523	523									
Ch 5	Part M	523	523	523									
Ch 5	Part N	519	519	519									
Ch 5	Part O	521	521	521									
Ch 5	Part P1	520	520	520									
Ch 5	Part P2	522	522	522									
Ch 5	Part Q1	519	519	519									
Ch 5	Part Q2	520	520	520									
Ch 5	Part Q3	520	520	520									

JTR		525 07-09	524 06-09	523 05-09									
Ch 5	Part R	517	517	517									
<b>Chapter 6</b>	TOC	517	517	517									
Ch 6	Part A	523	523	523									
Ch 6	Part B	520	520	520									
Ch 6	Part C1	517	517	517									
Ch 6	Part C2	517	517	517									
Ch 6	Part C3	523	523	523									
Ch 6	Part C4	517	517	517									
Ch 6	Part C5	523	523	523									
<b>Chapter 7</b>	TOC	521	521	521									
Ch 7	Part A	517	517	517									
Ch 7	Part B	517	517	517									
Ch 7	Part C	518	518	518									
Ch 7	Part D	518	518	518									
Ch 7	Part E	520	520	520									
Ch 7	Part F	520	520	520									
Ch 7	Part G	523	523	523									
Ch 7	Part H	523	523	523									
Ch 7	Part I	520	520	520									
Ch 7	Part J	524	524	520									
Ch 7	Part K	525	520	520									
Ch 7	Part L	520	520	520									
Ch 7	Part M	517	517	517									
Ch 7	Part N	524	524	521									
Ch 7	Part O	522	522	522									
Ch 7	Part P	520	520	520									
<b>Appendix A</b>	Part 1	525	523	523									
APP A	Part 2	525	523	523									
<b>Appendix B</b>		523	523	523									
<b>Appendix C</b>	Part 1	520	520	520									
APP C	Part 2	520	520	520									
<b>Appendix D</b>		523	523	523									
<b>Appendix E</b>	TOC	520	520	520									
APP E	Part 1	523	523	523									
APP E	Part 2	523	523	523									
APP E	Part 3	517	517	517									
<b>Appendix F</b>	TOC	520	520	520									
APP F	Part 1	520	520	520									
APP F	Part 2	523	523	523									
<b>Appendix G</b>		524	524	523									
<b>Appendix H</b>	TOC	523	523	523									
APP H	Part 1	520	520	520									
APP H	Part 2a	520	520	520									
APP H	Part 2b	520	520	520									
APP H	Part 2c	520	520	520									
APP H	Part 3a	520	520	520									
APP H	Part 3b	520	520	520									
APP H	Part 4a	520	520	520									

JTR		525 07-09	524 06-09	523 05-09									
APP H	Part 4b	520	520	520									
APP H	Part 4c	520	520	520									
APP H	Part 4d	520	520	520									
APP H	Part 4e	520	520	520									
APP H	Part 4f	520	520	520									
<b>Appendix I</b>	TOC	512	512	512									
APP I	Part 1	525	512	512									
APP I	Part 2	525	518	518									
APP I	Part 3	522	522	522									
APP I	Part 4	518	518	518									
<b>Appendix J</b>													
<b>Appendix K</b>													
<b>Appendix L</b>	TOC	525	521	521									
APP L		525	521	521									
<b>Appendix M</b>													
<b>Appendix N</b>													
<b>Appendix O</b>	TOC	525	517	517									
APP O		525	523	523									
<b>Appendix P</b>	TOC	521	521	521									
APP P	Part 1	521	521	521									
APP P	Part 2	521	521	521									
<b>Appendix Q</b>	TOC	517	517	517									
APP Q	Part1	524	524	523									
APP Q	Part2	517	517	517									
APP Q	Part3	522	522	522									
APP Q	Part4	517	517	517									
<b>Appendix R</b>	TOC	521	521	521									
APP R	Part 1	521	521	521									
APP R	Part 2	523	523	523									
<b>Appendix S</b>		517	517	517									
<b>Appendix T</b>	TOC	521	521	521									
APP T		521	521	521									
<b>Appendix U</b>		521	521	521									
<b>Appendix V</b>													

# JOINT TRAVEL REGULATIONS (JTR)

## VOLUME 2

### DEPARTMENT OF DEFENSE (DOD) CIVILIAN PERSONNEL

---

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
<b><u>CHAPTER 1</u></b>	<b><u>DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION</u></b>
PART A	APPLICATION AND GENERAL RULES
PART B	CONDITIONS/FACTORS
PART C	TRAVEL ADVANCES
PART D	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART E	TRAVEL CLAIMS AND RECEIPTS
PART F	MISCELLANEOUS REIMBURSABLE EXPENSES
<b><u>CHAPTER 2</u></b>	<b><u>TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES</u></b>
PART A	TRAVEL POLICY
PART B	TRAVEL BY GOVERNMENT CONVEYANCE
PART C	TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE
PART D	POC TRAVEL
Section 1	General
Section 2	Permanent Duty Travel
Section 3	POC Use Instead of Government-Furnished Automobile
Section 4	POC Use for TDY Travel
PART E	TRAVEL BY COMMON CARRIER
Section 1	Travel and Transportation Policy
Section 2	Arranging Official Travel
Section 3	Commercial Air Transportation
Section 4	Commercial Ship Transportation
Section 5	Train Accommodations
Section 6	Commercial Passenger Transportation
Section 7	Reimbursement for Use of Other than the Authorized Transportation Mode or Route
PART F	TRANSPORTATION REQUESTS
PART G	BAGGAGE ALLOWANCE
PART H	LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION
PART I	MILEAGE RATES
PART J	PARKING EXPENSES FOR CERTAIN EMPLOYEES
<b><u>CHAPTER 3</u></b>	<b><u>SEE APPENDIX I</u></b>
<b><u>CHAPTER 4</u></b>	<b><u>EMPLOYEE TRAVEL</u></b>
PART A	RESERVED
PART B	RESERVED
PART C	PERMANENT CHANGE-OF-STATION (PCS) TRAVEL
PART D	RESERVED
PART E	RESERVED
PART F	RESERVED
PART G	RESERVED

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART H	RESERVED
PART I	REIMBURSEMENT OPTIONS FOR TRAVELERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS
PART J	TEMPORARY DUTY TRAVEL
PART K	TRAINING COURSE ATTENDANCE
PART L	PER DIEM ALLOWANCES
PART M	ACTUAL EXPENSE ALLOWANCE (AEA)
PART N	RETURN TO PDS DURING TDY
PART O	OCCASIONAL MEALS AND/OR LODGING
PART P	INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS
PART Q	RESERVED
PART R	RESERVED
PART S	RESERVED
PART T	SPECIFIC ASSIGNMENT CONDITIONS
<b><u>CHAPTER 5</u></b>	<b><u>PERMANENT DUTY TRAVEL</u></b>
PART A	APPLICABILITY AND GENERAL RULES
PART B	EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
Section 1	General
Section 2	PCS Transfers
Section 3	Dependent Student Travel
Section 4	Dependent Per Diem Rates
Section 5	Dependent Medical Travel
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)
Section 1	General
Section 2	HHG Transportation
Section 3	HHG Weight
Section 4	HHG Storage
PART E	POV TRANSPORTATION
Section 1	General
Section 2	OCONUS POV Transportation
Section 3	CONUS POV Transportation
PART F	MOBILE HOME TRANSPORTATION (FTR PART §302-10)
PART G	MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION
PART H	TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED
Section 1	General
Section 2	TQSE – Actual Expense (TQSE(AE))
Section 3	TQSE Fixed (TQSE(F))
PART I	RESERVED
PART J	DEPENDENT EARLY RETURN
PART K	RENEWAL AGREEMENT TRAVEL (RAT)
PART L	SERVICE AGREEMENTS
Section 1	General
Section 2	Initial Agreements
Section 3	Renewal Agreements
Section 4	Tour of Duty Requirements
Section 5	Agreement Violation
PART M	HOUSE HUNTING TRIP (HHT) (FTR §302-5)

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART N	RELOCATION INCOME TAX (RIT) ALLOWANCE
PART O	TEMPORARY CHANGE OF STATION (TCS)
PART P	REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES
Section 1	General
Section 2	GSBCA and CG Decisions
PART Q	RELOCATION SERVICES
Section 1	General
Section 2	Property Management (PM) Services
Section 3	Home Marketing Incentive Payments
<b>CHAPTER 6</b>	<b>EVACUATIONS AND ADVERSE CONDITIONS</b>
PART A	EVACUATION TRAVEL
PART B	ADVERSE CONDITIONS TRAVEL
PART C	PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA
Section 1	DSSR, Chapter 600 Index
Section 2	DSSR, Chapter 600 Definitions
Section 3	DSSR, Chapter 600, Subpars. 611-639
Section 4	DSSR, Chapter 600 Faqs
Section 5	DSSR, Chapter 600, Evacuation Payments
PART D	PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE U.S.
<b>CHAPTER 7</b>	<b>TRAVEL UNDER SPECIAL CIRCUMSTANCES</b>
PART A	EMPLOYEE OR DEPENDENT DEATH
PART B	MISSING PERSONS CASES
PART C	CIVILIAN ESCORTS AND ATTENDANTS
PART D	PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)
PART E	TRAVEL AT NO EXPENSE TO THE GOVERNMENT
PART F	REPATRIATION TRANSPORTATION
PART G	THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)
PART H	EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)
PART I	TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF
PART J	ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)
PART K	EMPLOYEE MEDICAL TRAVEL
PART L	FAMILY VISITATION TRAVEL (FVT)
PART M	EMERGENCY VISITATION TRAVEL (EVT)
PART N	FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)
PART O	REST AND RECUPERATION (R&R) LEAVE TRAVEL
PART P	CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER

---

**APPENDIXES**

---

<b><u>APPENDIX A</u></b>	<b><u>DEFINITIONS</u></b>
PART I	DEFINITIONS
PART II	ACRONYMS
<b><u>APPENDIX B</u></b>	<b><u>OCONUS MAXIMUM PER DIEM RATES</u></b>
<b><u>APPENDIX C</u></b>	<b><u>STATUTORY AND OTHER AUTHORITIES</u></b>
PART I	EXECUTIVE ORDER
PART II	DEPARTMENT OF DEFENSE INSTRUCTION

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART III	TABLE OF MILITARY AND CIVILIAN EQUIVALENT GRADES FOR PRISONER OF WAR IDENTIFICATION
<b><u>APPENDIX D</u></b>	<b><u>CONUS MAXIMUM PER DIEM RATES</u></b>
<b><u>APPENDIX E</u></b>	<b><u>INVITATIONAL TRAVEL AUTHORIZATIONS</u></b>
PART I	INVITATION TO TRAVEL
PART II	SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION
PART III	GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL
<b><u>APPENDIX F</u></b>	<b><u>CONSUMABLE GOODS ALLOWANCES</u></b>
PART I	LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES
PART II	CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE
<b><u>APPENDIX G</u></b>	<b><u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u></b>
<b><u>APPENDIX H</u></b>	<b><u>TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION</u></b>
PART 1	TRAVEL PURPOSE IDENTIFIERS
PART 2A	REPORTING DATA ELEMENTS AND PROCEDURES FORMAT
PART 2B	FIRST-CLASS AIR ACCOMMODATIONS CODES
PART 2C	FIRST-CLASS DECISIONS SUPPORT TOOL
PART 3A	BUSINESS-CLASS AIR ACCOMMODATIONS CODES
PART 3B	BUSINESS-CLASS DECISION SUPPORT TOOL
PART 4A	PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS
PART 4B	RESERVED
PART 4C	RESERVED
PART 4D	RESERVED
PART 4E	RESERVED
PART 4F	PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT
<b><u>APPENDIX I</u></b>	<b><u>TRAVEL AUTHORIZATIONS</u></b>
PART I	Delegation of Authority
PART II	General Conditions
PART III	Travel Authorization/Order Content
PART IV	Travel Authorization/Order Preparation
<b><u>APPENDIX J</u></b>	<b><u>RESERVED</u></b>
<b><u>APPENDIX K</u></b>	<b><u>RESERVED</u></b>
<b><u>APPENDIX L</u></b>	<b><u>*RESERVED</u></b>
<b><u>APPENDIX M</u></b>	<b><u>STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES</u></b>
<b><u>APPENDIX N</u></b>	<b><u>RESERVED</u></b>
<b><u>APPENDIX O</u></b>	<b><u>TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES</u></b>
<b><u>APPENDIX P</u></b>	<b><u>CITY PAIR PROGRAM</u></b>
PART I	CITY-PAIR PROGRAM

<u>Chapter/Part/ Section/Appendix</u>	<u>TITLE</u>
PART II	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
<b><u>APPENDIX Q</u></b>	<b><u>OCONUS TOUR LENGTHS/TOURS OF DUTY</u></b>
PART I	DOD SERVICE MEMBERS
PART II	NOAA
PART III	CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY
PART IV	CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY
<b><u>APPENDIX R</u></b>	<b><u>CONFERENCES</u></b>
PART I	CONFERENCE PLANNING POLICY
PART II	CONFERENCE ATTENDANCE
<b><u>APPENDIX S</u></b>	<b><u>AUTHORIZED FEML LOCATIONS/DESTINATIONS</u></b>
<b><u>APPENDIX T</u></b>	<b><u>STANDARD DATA ELEMENTS FOR TRAVEL</u></b>
TABLE I	TRAVELER IDENTIFICATION
TABLE II	COMMERCIAL TRANSPORTATION INFORMATION
TABLE III	TRAVEL EXPENSE INFORMATION
TABLE IV	ACCOUNTING AND CERTIFICATION
<b><u>APPENDIX U</u></b>	<b><u>AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS</u></b>

**PAGE LEFT BLANK INTENTIONALLY**

**CHAPTER 1****DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION****Paragraph      Contents****PART A: APPLICATION AND GENERAL RULES**

---

<b>C1001</b>	<b>APPLICATION</b> <ul style="list-style-type: none"><li>A. Inclusion</li><li>B. Restrictions</li><li>C. Authority Not Stated</li><li>D. Duplicate Payment</li></ul>
<b>C1002</b>	<b>IMPLEMENTATION</b>
<b>C1003</b>	<b>DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)</b>
<b>C1004</b>	<b>DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)</b> <ul style="list-style-type: none"><li>A. Policy, Payment and Procedural Guidance</li><li>B. Transfer</li><li>C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)</li></ul>
<b>C1005</b>	<b>GAIN-SHARING PROGRAM</b>
<b>C1006</b>	<b>ADMINISTRATIVE PROCEDURES</b>
<b>C1007</b>	<b>COMPUTATION RULES</b> <ul style="list-style-type: none"><li>A. Computation Rules</li><li>B. AEA Limitation</li></ul>
<b>C1008</b>	<b>DEFENSE TRAVEL SYSTEM (DTS)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel Computed by DTS</li><li>C. AO's Responsibilities</li><li>D. Traveler's Responsibilities</li><li>E. A Typical Business Trip</li></ul>
<b>C1010</b>	<b>REGISTERED TRAVELER (RT) PROGRAM MEMBERSHIP FEE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Participation</li><li>C. Enrollment Fees</li></ul>

**PART B: CONDITIONS/FACTORS**

---

<b>C1050</b>	<b>GENERAL</b> <ul style="list-style-type: none"><li>A. Prohibition Not Stated</li><li>B. Travel Justification</li><li>C. PCS</li><li>D. Travel Official</li></ul>
--------------	--

- C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL**
  - A. General
  - B. Availability/Use
  
- C1052 TRAVEL AND TRANSPORTATION FUNDING**
  - A. General
  - B. Movement between Different Departments and Agencies or DOD Components
  - C. Movement within the Same DOD Component
  - D. RAT
  - E. Separation from OCONUS Employment
  - F. DOD Domestic Dependent School Board Members
  
- C1053 IDENTIFICATION CARD**
  - A. General
  - B. Issuance
  
- C1054 PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES**
  - A. General
  - B. No-fee Passport
  - C. Time Limitations
  
- C1055 GOV'T QUARTERS USE/AVAILABILITY**
  - A. Quarters Available
  - B. Quarters Not Available
  - C. Authorization/Approval
  
- C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION**
  
- C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**
  
- C1059 SCHEDULING TRAVEL**
  
- C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**
  - A. Starting and Ending Travel
  - B. En Route Rest Stop/Rest Period at TDY Point
  - C. En Route Rest Stops
  - D. Rest Period at TDY Point before Reporting for Duty
  - E. Delaying Return Travel to Use Reduced Travel Fares
  
- C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**
  
- C1065 OFFICIAL DISTANCE DETERMINATION**
  - A. Privately Owned Conveyance (Except Airplane)
  - B. Privately Owned Airplane
  
- C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS**

---

**PART C: TRAVEL ADVANCES**

---

- C1100 GENERAL**
  - A. Minimizing Cash Requirements
  - B. GTCC Use

- C1101 ALLOWABLE ADVANCES**
- A. Authority
  - B. TDY Travel
  - C. Advance Payment of Discounted Conference or Training Registration Fee
  - D. HHG Transportation and Temporary Storage Using the Commuted Rate Method
  - E. Non-temporary (Extended) Storage of HHG
  - F. Movement of Mobile Home
  - G. House-hunting Trip
  - H. Temporary Quarters Subsistence Expenses
  - I. Real Estate Transaction and Unexpired Lease Expense Allowance
  - J. Attendants or Escorts for Military Dependents
  - K. Transportation and Emergency Storage of POV
  - L. Advance Lodging Deposits

---

**PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES**

---

- C1200 RETAINING PROMOTIONAL ITEMS**
- A. General
  - B. Seat Relinquishing
  - C. Lost or Delayed Accompanied Baggage
- C1201 ADMINISTRATIVE INSTRUCTIONS**
- C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES**

---

**PART E: TRAVEL CLAIMS AND RECEIPTS**

---

- C1300 TRAVEL CLAIM SUBMISSION**
- C1305 FALSIFIED TRAVEL CLAIMS**
- C1310 RECEIPT REQUIREMENT**
- A. General
  - B. Lost Receipt
  - C. Review and Administrative Approval
- C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT**
- A. Lost/Stolen/Unused Tickets
  - B. Lost/Stolen/Unused GTR

---

**PART F: RESERVED (INFORMATION MOVED TO APP G)**

---

**PAGE LEFT BLANK INTENTIONALLY**

## 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. 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.***

\*C. 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.

\*D. 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: [pdttac@dtmo.pentagon.mil](mailto:pdttac@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**

\*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.

### \*C1008 DEFENSE TRAVEL SYSTEM (DTS)

\*A. General. At locations that DTS has been fielded, TDY vouchers are paid under DTS. The Services/Agencies must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible.

\*B. Travel Computed by DTS. DTS covers individual TDY travel for business, travel for schoolhouse training and deployment or personnel traveling together with or without no/limited reimbursement. It does not cover travel for PCS (Ch 5), evacuation (Ch 6), or travel under special circumstances (Ch 7).

***TDY performed as part of a PCS move is not paid under DTS.***

\*C. AO's Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expense incurred ICW that mission and IAW this Regulation. The AO must determine the travel purpose (see APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities. The AO also must:

- \*1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
- \*2. Get information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in travel decisions.
- \*3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an IBA GTCC. Refer inquiries about card usage to the local GTCC program coordinator or the TO.

\*4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.

\*5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

\*6. Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are paid by the GOV'T, par. C4564-C applies. The AO is not to permit a TDY trip that is an excuse for personal travel.

**\*D. Traveler's Responsibilities**

\*1. A traveler who does not use a CTO or the GTCC to purchase transportation must forward the ticket receipt (if \$75 or more) for reimbursement.

\*2. A traveler updates the trip record as soon as possible after personally making arrangements.

\*3. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

**\*E. A Typical Business Trip.**

**\*1. Before the Trip.**

\*a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

\*b. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a POC instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

\*c. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment if included. The resulting document is the Trip Record.

\*d. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.

\*e. Paying for Arranged Service and Getting Cash to Pay Expenses while Traveling. The CTO must charge airline or rail tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline or rail tickets in some cases may be charged to a GTCC CBA. While on the trip, the traveler should charge other expenses incident to official travel on the IBA or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit GTCC.

\*2. During the Trip.

\*a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authority up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

\*b. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more.

\*3. After the Traveler Returns

\*a. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts must be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the GTCC vendor of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler does not have to write a check to the GTCC vendor for official expenses charged.

\*b. AO Approval. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

\*c. Turning in the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, a finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

\*d. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.

\*e. Lost or Stolen Tickets. See par. C1320.

### 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 D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

### C1200 RETAINING PROMOTIONAL ITEMS

#### A. General

1. A traveler on official business traveling at GOV'T expense on the funds of an agency (see definition in APP A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.
3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

#### B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. *Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.*
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the GOV'T ([59 Comp. Gen. 203 \(1980\)](#)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the GOV'T, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

### C1201 ADMINISTRATIVE INSTRUCTIONS

\*Each Service/Agency may issue necessary administrative instructions for the judicious administration of the provisions contained in these regulations.

### C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the [Joint Ethics Regulation \(JER\), DOD 5500.7-R](#), at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER and par. C1200 concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

**PAGE LEFT BLANK INTENTIONALLY**

## CHAPTER 2

### TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

**Paragraph      Title/Contents**

#### **PART A: TRAVEL POLICY**

---

- C2000            GENERAL**
- A. Travel and Transportation Policy
  - B. Service Responsibility
  - C. TDY Travel Involving Non-PDS Location(s)
  - D. TDY Departure from/Return to Dependent's Residence
- C2001            TRANSPORTATION MODE**
- A. General
  - B. Within CONUS
  - C. OCONUS Travel
  - D. Travel by Aircraft
- C2002            CITY-PAIR AIRFARE PROGRAM**
- \*C2003           TRAVEL TIME**
- \*A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation
  - \*B. Travel by other than Authorized Mode
  - \*C. POC
  - \*D. Travel by Aero Club
  - \*E. TDY Travel by Mixed Mode
  - \*F. Travel by Special Conveyance

#### **PART B: GOVERNMENT CONVEYANCE TRAVEL**

---

- C2050            GOV'T AUTOMOBILE**
- A. Requirements
  - B. Exceptions
  - C. Limitations
- C2051            GOV'T AIRCRAFT**
- A. Air Mobility Command (AMC)
  - B. Military Aircraft other than AMC
- C2053            USE OF AERO CLUB AIRCRAFT**
- \*A. General
  - \*B. Allowable Travel Time for Per Diem/AEA Computation

#### **PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE**

---

- C2100            GENERAL**
- C2101            TAXICAB USE**
- A. To/from a Transportation Terminal
  - B. Between Residence and PDS on the Day Travel Is Performed

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C2102</b>	<b>SPECIAL CONVEYANCE USE (<a href="#">FTR, §301-10, Subpart E</a>)</b> A. General B. Selecting a Rental Vehicle C. Special Conveyance (Includes Aircraft) Reimbursement *D. Use Limited to Official Purposes *E. To/from Carrier Terminals *F. Between Duty Stations *G. Special Conveyance Use for PDT *H. Special Conveyance Use in and around Permanent or TDY Station
<b>C2103</b>	<b>BUS, STREETCAR, OR SUBWAY USE</b> A. To and from Carrier Terminals B. Between Residence and PDS on the Day Travel Is Performed
<b>C2104</b>	<b>AIRPORT LIMOUSINE SERVICE USE</b>
<b>C2105</b>	<b>LODGING-PROVIDED COURTESY TRANSPORTATION USE</b>

## **PART D: POC TRAVEL**

---

### **SECTION 1: GENERAL**

---

<b>C2150</b>	<b>AUTHORIZATION/APPROVAL</b>
<b>C2153</b>	<b>GOV'T ADVANTAGE DETERMINATION</b> A. General B. Considerations
<b>C2156</b>	<b>COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE</b> A. General B. Constructed Cost Comparison by Airplane C. Constructed Cost Comparison by Train D. Constructed Cost Comparison by Bus
<b>C2157</b>	<b>PRIVATELY OWNED CONVEYANCE TAX AND LICENSE FEE (<a href="#">B-214930, 1 October 1984</a>)</b> A. General B. Traveler-paid Charges

### **SECTION 2: PERMANENT DUTY TRAVEL**

---

<b>C2159</b>	<b>AUTOMOBILE USE (<a href="#">FTR §302-4</a>)</b> A. General B. Using One or Two POCs ( <a href="#">FTR §302-4, Subpart F</a> ) C. Using More than Two POCs ( <a href="#">FTR §302-4.500</a> and <a href="#">§302-4.700d</a> ) D. Parking, Tolls and Other Costs
<b>C2162</b>	<b>AIRCRAFT</b> A. Privately Owned Airplane B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

**C2164 PRIVATELY-OWNED MOTORCYCLE**

- A. PCS-related Travel Policy
- B. TDY-Related Travel Policy
- C. Travel Time
- D. Computation

**C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT****C2166 POC TRAVEL INVOLVING A CAR FERRY**

- A. General
- B. Transportation
- C. Ferry Fees
- D. Foreign Registered Ship Use

**SECTION 3: POC USE INSTEAD OF GOV'T-FURNISHED AUTOMOBILE**

---

**C2180 POC USE INSTEAD OF GOV'T-FURNISHED AUTOMOBILE USE**

- A. General
- B. TDY Mileage Reimbursement Rates
- C. Per Diem
- D. Statement

**SECTION 4: POC USE FOR TDY TRAVEL**

---

**C2182 TDY MILEAGE ALLOWANCES FOR POC USE****C2184 POC USE FACTORS**

- A. Official TDY Mileage Rates for Local and TDY Travel
- B. POC Use to the GOV'T's Advantage
- C. POC Use Not to the GOV'T's Advantage
- D. Privately Owned Automobile (POA) Instead of GOV'T-furnished Automobile ([FTR §301-10.310](#))

**C2188 OTHER ALLOWABLE COSTS****C2190 TRAVELING TOGETHER****C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS**

- A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal
- B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal
- C. Departure from PDS on TDY
- D. Other Official Travelers Transported in the Same POC

**C2193 POC TRAVEL INVOLVING A CAR FERRY**

- A. General
- B. Transportation
- C. Ferry Fees
- D. Foreign Registered Ship Use

**C2194 PER DIEM FOR POC TRAVEL**

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

**C2196 TRAVEL TIME**

- C2198 POC TRAVEL REIMBURSEMENT COMPUTATION**
  - A. To the GOV'T's Advantage
  - B. Not to the GOV'T's Advantage
  - C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat
  - D. Example
  - E. Mixed Modes

---

**PART E: COMMON CARRIER TRAVEL**

---

**SECTION 1: TRAVEL AND TRANSPORTATION POLICY**

---

- C2200 TRAVEL/TRANSPORTATION POLICY**
  - A. General
  - B. Travel Prudence
  - C. GSA City-pair Airfares
  - D. Official Travel
  - E. Usual Routing
  - F. Time
  - G. Accommodations
  - H. Non-U.S.-certificated Carrier Reimbursement
  - I. Dependent Seating
  - J. Interlining
- C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES**
  - A. Limited or Downgraded Accommodations
  - B. Oversold Reserved Accommodations
- C2202 RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT**

---

**SECTION 2: ARRANGING OFFICIAL TRAVEL**

---

- C2203 ARRANGING OFFICIAL TRAVEL**
  - A. CTO/TMC Use
  - B. Requirements
  - C. Non-U.S.-certificated Aircraft or Ship Transportation
  - D. Transportation Reimbursement

---

**SECTION 3: COMMERCIAL AIR TRANSPORTATION**

---

- C2204 COMMERCIAL AIR TRANSPORTATION**
  - A. General
  - B. Service Class
  - C. U.S.-certificated Air Carrier Use
  - D. Carrying Dangerous Weapons Aboard Commercial Aircraft

**SECTION 4: COMMERCIAL SHIP TRANSPORTATION**

---

- C2205 COMMERCIAL SHIP TRANSPORTATION**
- A. General
  - B. Commercial Ship Use Authorization
  - C. Ship Accommodations
  - D. Authorization/Approval for More Costly Ship Accommodations Use at GOV'T Expense
  - E. More Costly Ship Accommodations Use
  - F. U.S. Registry Ship Use

**SECTION 5: TRAIN ACCOMMODATIONS**

---

- C2208 TRAIN ACCOMMODATIONS**
- A. Policy
  - B. Train Class Accommodations
  - C. AO Approval
  - D. First-class Train Accommodations Use
  - E. Circumstances

**SECTION 6: COMMERCIAL PASSENGER TRANSPORTATION ([FTR, §301-72.3](#))**

---

- C2210 COMMERCIAL PASSENGER TRANSPORTATION ([FTR, §301-72.3](#))**
- A. When the Commercial Transportation Cost Is \$100 or Less ([FTR §301-51.100](#))
  - B. Transportation Request (GTR) Not Available ([FTR §301-51.100](#))
  - C. GTR is Available but Not Used and the Transportation Cost Exceeds \$100 ([FTR, §301-72.201](#), and [§301-72.203](#))
  - D. Streetcar and Bus Transportation. ([FTR §301-10.190](#))
  - E. Statement of Necessity Requirement

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

---

- C2215 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE**
- A. General
  - B. GOV'T and GOV'T-procured Air Transportation Available
  - C. GOV'T and GOV'T-procured Air Transportation Not Available
  - D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships
  - E. Computation
  - F. Dependent Travel Limited to the GOV'T-offered Air Transportation Cost

**PART F: TRANSPORTATION REQUESTS**

---

- C2250 GENERAL**
- C2251 WHEN GTR'S MAY NOT BE USED**
- C2253 WHEN GTR'S NOT AVAILABLE**
- C2254 ACTING TRANSPORTATION OFFICER**

---

**PART G: BAGGAGE ALLOWANCE**

---

- C2300 FREE CHECKABLE ACCOMPANIED BAGGAGE**
- A. General
  - B. Rail/Bus Travel
  - C. Commercial Aircraft
  - D. AMC Procured Airlift (Including Categories A, B, and M)
  - E. MSC or Commercial Ships
- C2302 EXCESS ACCOMPANIED BAGGAGE**
- A. General
  - B. Authorization/Approval for Excess Accompanied Baggage
  - C. Excess Accompanied Baggage Cost Payment
  - D. Baggage Reimbursement
- C2303 PUBLIC PROPERTY**
- C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE**
- A. Free Checkable Accompanied Baggage
  - B. Expedited UB Shipments
  - C. Excess UB
  - D. UB
- C2305 RENEWAL AGREEMENT TRAVEL (RAT)**
- C2306 UB TRANSPORTATION/ STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL**
- A. UB Shipment
  - B. UB to an Alternate Location
  - C. UB Storage
- C2307 STOPPAGE OF BAGGAGE IN TRANSIT**
- C2308 BAGGAGE TRANSFER, STORAGE, CHECKING, AND HANDLING**
- C2309 UB ICW EXTENDED TDY ASSIGNMENTS**
- C2310 UB OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE**

---

**PART H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION**

---

- C2400 GENERAL**
- A. Authority
  - B. Local Area
  - C. Control and Delegation
  - D. Miscellaneous Expense Reimbursement
- C2401 PDS AREA TRAVEL**
- A. General
  - B. Commercial Transportation
  - C. POC Travel
  - D. Both Commercial Transportation and POC Travel
  - E. Examples

- C2402 TRAVEL AT THE TDY LOCATION**
  - A. Travel Points
  - B. Meals and/or Lodging Unavailable at Duty Site
  - C. Commercial Travel
  - D. POC Travel
  
- C2403 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**
  - A. General
  - B. Authorization/Approval Authority
  - C. Finance Regulations Requirements
  - D. POC Mileage
  
- C2404 VOUCHERS AND SUPPORTING DOCUMENTS**

**\*PART I: MILEAGE & MALT RATES**

---

- C2500 TDY AND LOCAL TRAVEL**
  
- C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**
  - A. General
  - B. MALT
  
- C2510 CONVERTING KILOMETERS TO MILES**

**PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES**

---

- C2600 GENERAL**

**PAGE LEFT BLANK INTENTIONALLY**

## PART A: TRAVEL POLICY

### C2000 GENERAL

A. Travel and Transportation Policy. The following applies to each traveler whose travel and transportation allowances are governed by these regulations:

1. They must use economy/coach (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460. *See NOTE at the start of par. C1060.*
2. Premium (First and Business)-class Travel/Accommodations. (See APP A): See par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for GOV'T-funded premium-class accommodations to be provided. See APP H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

***NOTE: The travel authorization/order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) -class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."***

- a. Contract Air Service. Except as noted, use of discount airfares, offered by a contract air carrier between certain cities (city-pair airfares), is to the GOV'T's advantage. These airfares should be used for official air travel between those cities. If a city-pair airfare is not available, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to a GOV'T or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-16524&specialContentType=FTR&file=FTR/Chapter301p010.html#wp1203841>) and DOD Regulation 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: [http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)). ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***
- b. Only a person senior to the traveler may authorize/approve premium-class accommodations for the traveler/dependents (DODD 4500.9-R, par. E3.1.4, Encl 3, 12 February 2005). See par. C2204-B2.
- c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if a competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

***NOTE:*** *The attendant who is authorized transportation under par. C7460-1, may be authorized/ approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authority for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A for definition of "special needs".*

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.
4. An employee or dependent may not be provided a contract city-pair airfares provided under GSA contract (see APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. A traveler may not be reimbursed for travel at personal expense (see par. C2203-C) on non-U.S.-certificated ships/aircraft, except as specified in par. C2204-C.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each DOD Component must:

1. Authorize only travel necessary to accomplish the GOV'T's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the GOV'T's needs are authorized.

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY travel authorization/order is authorized travel and transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location plus the associated per diem. When TDY travel is to/from a non-PDS location:

1. The traveler must pay any excess travel/transportation cost; and
2. The constructed cost for each trip leg must be based on GOV'T 'YCA' city-pair contract airfares, if available.

***NOTE:*** *See par. C4564 for TDY travel and transportation allowances when a TDY travel authorization/order is received while the employee is on official leave.*

D. TDY Departure from/Return to Dependents' Residence. See par. C4475.

## C2001 TRANSPORTATION MODE

### A. General

\*1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, GOV'T vehicle, GOV'T-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. An employee's travel should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). ***An employee may not be required to use a POC or special conveyance nor may cost be limited to the cost of POC or special conveyance use.*** A statement on the travel authorization/order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be to the GOV'T's advantage, provides justification for travel reimbursement based on the transportation mode authorized on the travel authorization/order and actually used instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization/order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

***NOTE: For any senior official designated by SECDEF as a "required use" traveler on military aircraft, see DODD 4500.56, DOD Policy on Use of GOV'T Aircraft and Air Travel, Enclosure 2.***

### 2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, use of discount airfares, offered by a contract air carrier between certain cities (city-pairs), is to the GOV'Ts advantage. These airfares should be used for official air travel between those cities. If a city-pair airfare is not available, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to a GOV'T and/or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §[301-10.107](#) (see the GSA web site at:

[http://policyworks.gov/org/main/mt/homepage/mtt/ptr/newptr/301-10\\_107.html](http://policyworks.gov/org/main/mt/homepage/mtt/ptr/newptr/301-10_107.html)) and DOD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://www.transcom.mil/j5/pt/dtr.cfm>). ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization/order or other form of travel authorization/order before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DOD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DOD component to be to the GOV'T's advantage with cost, energy, and other factors considered and when compatible with the official travel requirements. The use of discount airfares offered to the GOV'T by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. GOV'T-contract Rental or GOV'T-furnished Automobiles. When it is determined an automobile is required for official travel, a GOV'T-contract or GOV'T-furnished automobile is used as follows.

a. GOV'T-contract Rental Automobile. A GOV'T-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, or bus and would customarily rent a GOV'T-furnished vehicle for local transportation in the destination area. For travel under par. U2001-A3, an employee also may use a GOV'T-furnished automobile if a GOV'T-contract rental automobile is unavailable or if use of a GOV'T-furnished automobile is practical. A GOV'T-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

b. GOV'T-furnished Automobile. A GOV'T-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a GOV'T-furnished automobile is unavailable, a GOV'T-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a GOV'T-contract rental or a GOV'T-furnished automobile should be authorized, the overall cost must include administrative costs and costs associated with picking up/returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DOD Component concerned as being to the GOV'T's advantage. Additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. Urgency and purpose of travel and ability of each transportation mode to provide necessary service to meet mission requirements;
2. Amount of accompanied baggage or working equipment necessary to accompany the traveler;
3. Savings in the traveler's productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;
6. Savings to the GOV'T ICW a PCS authorization/order and dependent's transportation.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. OCONUS transportation is arranged through the responsible transportation officer or CTO/TMC. See par. C2203. Determination of the transportation mode to be used for travel to/from and within an OCONUS area is made by the responsible transportation officer or CTO/TMC IAW the guidelines in this Part unless the official directing the travel has specified a particular mode IAW this Part. The transportation officer or CTO/TMC must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DOD traffic; by MSC, when available; or by commercial transportation IAW the policies set forth in Ch 2, Part E. Except for travel between points served by ferries, travel by ship is not to the GOV'T's advantage in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Ch 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler, authorized to use available AMC or MSC facilities ICW TDY or permanent duty travel, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. C2210. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. U2001.*

b. Air is the usual transportation mode to/from OCONUS.

c. GOV'T or GOV'T-procured air transportation should be used for travel to/from, and between OCONUS areas (See APP A, under "GOV'T-PROCURED TRANSPORTATION" and "GOV'T TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2215-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel authorization/order under which dependents travel.

g. A traveler must make transportation arrangements IAW pars. C2203-A and C2203-B.

2. GOV'T Aircraft Use. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by GOV'T air or GOV'T-procured air transportation unless medically inadvisable for an employee:

a. Performing TDY travel to and from CONUS or between overseas duty points;

b. And a dependent performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technician and Crash Firefighter. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and a crash firefighter for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.
5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require an employee to be aboard an aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. This employee may be required to be aboard any type of GOV'T aircraft on scheduled or nonscheduled flights.
6. Necessary for Mission Accomplishment or when Air Is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. Such an employee may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type GOV'T aircraft operated on scheduled or semi-scheduled flights. An employee's acceptance of a travel authorization/order authorizing air travel constitutes agreement to the provisions of the particular travel authorization/order.
7. Air Evacuation Required for Medical Reasons
  - a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.
  - b. Employee Medical Transportation. See par. C7500 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
  - c. Dependent Medical Transportation. See par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
  - d. Other Employee Transportation. For a civilian employee assigned to a Defense Attaché Office and/or DIA Liaison Office, see also DIA Manual 100-1, Vol. 1, Part 4, Section K.
8. Medical Reasons Precluding Air Travel. Neither a civilian employee nor a dependent is required to travel by air if such transportation mode is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. An appropriate medical authority at a military installation is responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel must each be furnished a copy of the written medical determination. When one family member cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

#### **C2002 CITY-PAIR AIRFARE PROGRAM**

See APP P. Regulations applicable to the Contract City-Pair Airfare Program are found in [DOD Regulation 4500.9-R, Part I, Chapter 103](#), pars. A2 and B2 available at: [http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_103.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf).

**C2003 TRAVEL TIME**

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by GOV'T conveyance (except GOV'T automobile) and/or common carrier obtained by ***GOV'T-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. C2003-C.

B. Travel by other than Authorized Mode. An employee who elects to travel by other than the authorized mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

C. POC.

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC, if to the GOV'T's advantage, and
- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. GOV'T vehicle.

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.

D. Travel by Aero Club. When a travel authorization/order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C2003-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. C2003-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C2003-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. C2003-A for commercial transportation for the official distance of the ordered travel.

F. Travel by Special Conveyance. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. C2003-C.***

**PAGE LEFT BLANK INTENTIONALLY**

## 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 IAW 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**

\*A. General

\*1. The use of Aero Club-owned or GOV'T loaned aircraft must not take precedence over ordinary GOV'T conveyance use.

\*2. When the use of these aircraft is authorized/approved, reimbursement is limited to the actual necessary expenses NTE the GOV'T's commercial transportation cost.

\*3. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is for the actual necessary expenses NTE the GOV'T's total commercial transportation costs for the pilot and accompanying travelers.

\*4. *Accompanying travelers receive no transportation-related payments for the transportation in the Aero Club aircraft.*

\*5. Necessary expenses include:

\*a. The Aero Club-imposed hourly fee,

\*b. Fuel charges if not reimbursable by the Aero Club, and

\*c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

\*6. Aero Club aircraft travel authorization is IAW the DOD component's administrative regulations.

\*B. Allowable Travel Time for Per Diem/AEA Computation. Per diem/AEA is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, NTE the amount which would have been payable if commercial transportation had been used.

## PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

### C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursement for transportation expenses incurred in and around the PDS that located in Ch 2, Part H. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

### C2101 TAXICAB USE

A. To/from a Transportation Terminal. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals if free transfer is not provided; or
3. Transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.

### C2102 SPECIAL CONVEYANCE USE ([FTR, §301-10, Subpart E](#))

A. General. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. C2150, item 8.

#### B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: [http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_106.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf))
  - a. *It is mandatory to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*
  - b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

c. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. **NOTE:** *To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.*

*Example: Rental Car Company A has a SUV rental listed on the DTMO website. If this SUV is rented, it is covered under the DTMO rental car agreement and has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Company B does not list SUVs on the DTMO website, but has a SUV rental available. If the traveler rents a SUV from Rental Car Company B, who does not list SUVs on the DTMO website as a participating vehicle under the DTMO rental car agreement, the SUV is not covered with liability and vehicle loss/damage insurance coverage and should not be rented for official GOV'T travel.*

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and DOD component regulations.

2. Defense Travel Management Office (DTMO) Policy (website address: <http://www.defensetravel.dod.mil>)

a. DTMO vehicle rental agreements apply to all DOD Components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained via the DTMO website at <http://www.defensetravel.dod.mil> or from:

Defense Travel Management Office (DTMO)  
Commercial Travel Division  
Travel Management Branch  
4601 N. Fairfax Drive, Suite 800  
Arlington, VA 22203-1546

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

\*C. Special Conveyance (Includes Aircraft) Reimbursement

\*1. Reimbursable Expenses

\*a. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

\*b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

\*c. When the AO authorizes/approves special conveyance/ rental vehicle use for official business, the following reimbursements are authorized per APP G;

\*(1) Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to/from the rental facility.

\*(2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS called for in the DTMO rental car agreements; garage (POC parking is a separate miscellaneous reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

\*(3) Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. **Reimbursement for purchase of snow tires and/or other non-standard items is not authorized.**

(4) A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

\*(5) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate as a miscellaneous reimbursable transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DOD Services.

\*2. Rented Automobile Insurance

**NOTE:** See par. C2102--B1c for information on other vehicles that are not covered with liability and vehicle loss/damage insurance for the traveler or the GOV'T when rented for official GOV'T travel.

\*a. Insurance Cost. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

\*(1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or

\*(2) Certain classified special operations. See [B-204486, 19 January 1982](http://redbook.gao.gov/15/fl0072480.php) found at <http://redbook.gao.gov/15/fl0072480.php>.

\*b. Rented Motor Vehicle Damage. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The GOV'T may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. **Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.**

**NOTE:** TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident ([GSBCA 16477-TRAV, 13 October 2004](#)).

\*c. Damage Claims. Requests from an employee, or from a rental company, for reimbursement or payment should be documented and submitted IAW the DOD Financial Management Regulation, Vol. 9, Chapter 4 (<http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

\*3. Special Conveyance Receipts. See par. C1310.

4. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

**\*NOTE:**

*\*1. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.*

*\*2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*

*\*3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is the only vehicle covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.*

\*D. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

\*E. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to/from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

\*F. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual transportation mode, or when the use of a special conveyance is determined to be to the GOV'T's advantage. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

\*G. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation modes in par. C2001-A are not to the GOV'T's advantage,
2. Must be authorized in a PCS travel authorization/order,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

***NOTE: An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.***

\*H. Special Conveyance Use in and around Permanent or TDY Station. Reimbursement for special conveyance use within and around the permanent and TDY duty station should be accomplished IAW Ch 2, Part H.

### **C2103 BUS, STREETCAR, OR SUBWAY USE**

A. To/from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or GOV'T transportation used;
2. Between carrier terminals, when needed, due to a change of transportation and a free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

### **C2104 AIRPORT LIMOUSINE SERVICE USE**

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or duty at the PDS or TDY duty station, and local transportation terminals (stations, airports, wharves, etc.) of the commercial or GOV'T transportation mode used;
2. Transportation terminals when changing transportation mode and a free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the traveler's control; or
4. An airport and airport limousine terminal.

**C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE**

Available courtesy transportation services furnished by a lodging or similar facility should be used to the maximum extent possible.

**CHAPTER 4**  
**EMPLOYEE TRAVEL**

**Paragraph    Contents**

---

**PART A: RESERVED**

---

**PART B: RESERVED**

---

**PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL**

---

**C4100        SEE CHAPTER 5, PART A**

**C4107        SEE CHAPTER 5, PART M**

**C4109        TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOVERNMENT AND A STATE OR LOCAL GOVERNMENT OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**

- A     General
- B.    Authority
- C.    Allowable Travel and Transportation Reimbursement
- D.    Time Limitation
- E.    IPA Mobility Program

**C4113        TDY STATION BECOMES PDS**

- A     Notification of Change from TDY Station to PDS
- B.    Per Diem Allowances
- C.    PCS Allowances
- D.    Old PDS
- E.    Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

---

**PART D: RESERVED**

---

**PART E: RESERVED**

---

**PART F: RESERVED**

---

**PART G: RESERVED**

---

**PART H: RESERVED**

---

---

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

---

- C4360**      **DEFINITIONS**
- A.    Combatant Command AOR
  - B.    Joint Task Force (JTF)
  - C.    Operational Deployment
  - D.    Exercises
  - E.    TDY Options

---

**PART J: TDY TRAVEL**

---

- C4405**      **JUSTIFICATION**
- C4410**      **WHAT CONSTITUTES TDY TRAVEL**
- C4415**      **TDY ASSIGNMENT SELECTIONS**
- C4420**      **ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**
- A.    Advance Notice
  - B.    Clearances
  - C.    Employee Requirements
  - D.    Other Requirements
- C4425**      **ITINERARY VARIATION**
- A.    Variation Authorized in the Travel Authorization/Order
  - B.    Variation Not Authorized in the Travel Authorization/Order
- C4430**      **TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**
- A.    General
  - B.    180 Consecutive Day Time Limitation
  - C.    TDY Periods in Excess of 180 Consecutive Days
  - D.    Temporary Change of Station (TCS) instead of an Extended TDY
  - E.    Taxation of Reimbursable TDY Allowances
- C4435**      **TDY PRIOR TO REPORTING TO FIRST PDS**
- C4440**      **AUTHORIZED TDY TRAVEL WHILE ON LEAVE**
- A.    General
  - B.    TDY at Leave Point
  - C.    TDY at other than Leave Point
- C4445**      **ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**
- C4450**      **OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**
- C4460**      **TDY ASSIGNMENTS TO A SUBMARINE**
- C4465**      **ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**
- C4470**      **TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

- C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE**  
A. Authorization/Approval  
B. Starting/Ending Travel  
C. Cost  
D. Example

- C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL**

---

**PART K: TRAINING COURSE ATTENDANCE**

---

- C4500 ALLOWANCES**  
A. General  
B. In the PDS Area  
C. Conference/Training at the PDS as Training Expenses

- C4505 DEPENDENTS AND HHG TRANSPORTATION**  
A. Allowances Authorized  
B. Allowances Not Authorized  
C. Activity or Command Responsibility

- C4510 NO RETURN TO OLD PDS**  
A. Dependent and HHG Transportation  
B. MALT Reimbursement  
C. Real Estate Transactions

- C4515 INTERN AND/OR TRAINEE**

- C4520 TRANSPORTATION AND PER DIEM OR AEA**

- C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**

- C4530 PER DIEM FOR TRAINING ASSIGNMENT**  
A. General  
B. Rates for Specific Training Courses

---

**PART L: PER DIEM ALLOWANCES**

---

- C4550 PER DIEM RATE**  
A. General  
B. Responsibility for Authorizing/Approving a Rate  
C. Authorizing a Different Per Diem Rate  
\*D. Offices Designated to Authorize Decreased Per Diem Rate  
\*E. Offices Designated to Receive Reduced Per Diem Requests  
F. Standard CONUS Per Diem Rate

- C4551 PER DIEM RATE REVIEW**  
\*A. General  
\*B. Final Submission Process

- C4552 GENERAL RULES REGARDING PER DIEM**
- A. Per Diem Beginning and Ending
  - B. Restriction in Establishing PDS
  - C. Per Diem at the PDS
  - D. TDY at Nearby Places Outside the PDS
  - E. Dependents Accompanying an Employee on TDY
  - F. Travel of 12 or Fewer Hours (12-Hour Rule)
  - G. Per Diem Relationship to Overseas Post Differential
  - H. Lodging and/or Meals Obtained under Contract
  - \*I. Personnel Traveling Together
  - J. Meeting and Convention
  - K. Employee Dies or is in a Missing Status while in a Travel Status
- C4553 ‘LODGINGS-PLUS’ PER DIEM METHOD COMPUTATION**
- A. General
  - B. Maximum Per Diem Rate
  - C. Per Diem Allowance Elements
  - D. Computation
  - E. Computing Per Diem when Crossing the International Dateline (IDL)
  - F. Mixed Travel Reimbursement
- C4554 PER DIEM RULES CONCERNING MEALS**
- A. M&IE Rate Determination
  - B. Deductible Meal
  - \*C. TDY Performed in Support of a Military Unit on Field Duty
  - \*D. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment
- C4555 RULES CONCERNING LODGING AND LODGING COST**
- A. Lodging Location Rules
  - B. Allowable Lodging Expenses
  - C. Lodging Obtained after Midnight
  - D. Allowable Expenses when an Apartment, House, or Recreational Vehicle is Rented or Used for Lodgings
  - E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings
  - F. Dual Lodging Reimbursement on a Single Day
  - G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis
  - H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement
  - I. Double Occupancy
  - J. Lodging Tax
- C4556 LODGING AND MEALS PROVIDED WITHOUT COST**
- C4558 PER DIEM FOR TRAVEL BY SHIP**
- A. General
  - B. GOV’T Ship
  - C. Commercial Ship
  - D. POC Travel Involving a Car Ferry
- C4559 RECREATIONAL VEHICLE USE FOR LODGING**
- A. Privately Owned
  - B. Rented Recreational Vehicle
- C4560 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS**

- C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE**
- A. General
  - B. Travel Expenses Paid from a Non-Federal Source
  - C. Consultants and Experts Employed on an Intermittent Basis
  - D. Private Individuals Serving without Compensation
  - E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation
- C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT**
- A. Absence Due to Illness or Injury
  - B. Detained in Quarantine
  - C. Leave and Non-workday
  - D. Return to PDS on Non-workday
  - E. Travel on Non-workday to Location other than PDS
  - F. Delay in Returning to PDS
  - G. Permanent Duty Travel
- C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**
- A. Absent from PDS for Personal Reasons
  - B. TDY Required at Leave Location
  - C. TDY at Various Places, Including Return to PDS
  - D. TDY at Various Places Not Involving Return to PDS
  - E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS
  - F. Leave Interrupted for TDY, Employees Not Allowed to Resume Leave Status
  - G. TDY Directed at Leave Status Termination
  - H. TDY Travel Authorization/Order Cancellation after Travel Commencement and while on Authorized Leave
- C4565 PER DIEM COMPUTATION EXAMPLES**
- A. Lodging Tax
  - B. Mileage Rates
  - C. Per Diem Rates
  - D. Examples
- C4566 QUICK REFERENCE TABLES – PER DIEM AUTHORITY**
- C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION**
- A. Purpose
  - B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent
  - C. Per Diem Computations

---

**PART M: AEA**

---

- C4600 GENERAL**
- C4602 JUSTIFICATION**
- C4604 AUTHORIZATION/APPROVAL**
- C4606 LIMITATIONS**

- C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/ APPROVAL**  
A. Examples  
B. Travel with Certain Dignitaries
- C4610 EXPENSES**  
A. Expenses Allowed  
B. Expenses Not Allowed
- C4620 OVER 300% MAXIMUM AEA**
- C4622 REIMBURSEMENT**  
A. Limitations  
B. IE  
C. M&IE Paid on a Per Diem Basis  
D. Lodging and/or Meals Obtained under Contract  
E. Itemization
- C4624 AEA COMPUTATION**  
A. General  
B. Meals Available under Special Arrangements  
C. Averaging Expenses  
D. Mixed Travel (Per Diem and Actual Expense)
- C4626 COMPUTATION EXAMPLES**

---

**PART N: RETURN TO PDS DURING TDY**

---

- C4675 TRAVEL AUTHORIZATION/ORDER**  
A. Authorized Return  
B. Voluntary Return
- C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS**  
A. General  
B. Required Return Conditions
- C4677 VOLUNTARY RETURN TO PDS**  
A. General  
B. Examples
- C4678 RETURN TO PDS DURING EXTENDED TDY**  
A. General  
B. Authorized Return
- C4679 LODGING RETAINED AT TDY LOCATION**  
A. Lodging Retained at TDY Location during Voluntary or Required Return  
B. Lodging Retained at TDY Location during Authorized Return – Lodgings Plus  
C. Lodging Retained at TDY during Authorized Return – Fixed Reduced (55%) Per Diem

---

**PART O: OCCASIONAL MEALS AND /OR LODGING**

---

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

---

**PART P: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS**

---

- C4715**      **ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER (FTR §301-11, Subparts E and F)**
- A.    Purpose
  - B.    Reimbursement
  - C.    Reimbursement Limitations

---

**PART Q: RESERVED**

---

---

**PART R: RESERVED**

---

---

**PART S: RESERVED**

---

---

**PART T: SPECIFIC ASSIGNMENT CONDITIONS**

---

- C4975**      **TRAVEL OF CONSULTANTS AND EXPERTS**
- A.    Authority
  - B.    Conditions
- C4976**      **WITNESS TRAVEL**
- A.    General
  - B.    Definitions
  - C.    Allowable Travel Reimbursement
  - D.    Funding
- C4977**      **JUROR TRAVEL**
- C4978**      **TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**
- A.    General
  - B.    Certification
- C4979**      **TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS**
- A.    General
  - B.    Allowable Expense
  - C.    Prohibition

**PAGE LEFT BLANK INTENTIONALLY**

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

### C4360 DEFINITIONS

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

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

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

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

#### E. TDY Options

##### 1. General

##### a. The Combatant Commander/JTF Commander:

- (1) Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;
- (2) Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- (3) May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and
- (4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel authorizations/orders. ***NOTE: A JTF exercise must be field duty.***

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

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

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

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

2. Regular TDY

a. General. For regular TDY, a traveler:

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

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

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

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

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

(a) \$3.00 in CONUS, or

\* (b) The applicable locality IE rate, or \$3.50 OCONUS when the Combatant Commander/JTF commander determines \$3.50 to be adequate.

\*(2) A Combatant Command/JTF traveler outside the AOR or en route to the AOR pays the meal rate IAW the DOD Financial Management Regulation at <http://www.defenselink.mil/comptroller/fmr/>, the traveler is reimbursed IAW Ch 4, Part L.

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

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

4. Field Duty. During field duty, defined in APP A, the traveler is:

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

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

c. Reimbursed the discount GMR but not IE.

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

**JOINT TASK FORCE OPERATIONS TDY OPTIONS  
SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. INSTALLATION	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR 1/
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals <b>(In AOR only)</b>	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
Essential Unit Messing	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for GOV'T Meals at the Discount GMR
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Traveler pays for GOV'T Meals at the Discount GMR
<b><u>Subsist Aboard U.S. GOV'T Ship 3/</u></b>			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for authorization/order type and payment guidelines.

**PAGE LEFT BLANK INTENTIONALLY**

## PART J: TEMPORARY DUTY (TDY) TRAVEL

### C4405 JUSTIFICATION

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

### C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

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

---

**C4415 TDY ASSIGNMENT SELECTIONS**

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

**C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**

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

B. Clearances

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

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

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

3. Security Clearance

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

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

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

**C4425 ITINERARY VARIATION**

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

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

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

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

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

**C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**

\*A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY ([68 Comp. Gen. 465 \(1989\)](#)):
  - a. The duties to be performed are temporary in nature,
  - b. The assignment is for a reasonable time duration, and
  - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.
3. The “temporary” designation of an employee's duty station on a travel authorization/order is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days ([64 Comp. Gen. 205 \(1985\)](#); [62 id. 560 \(1983\)](#)).

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

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

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

2. Direct amending the travel authorization/order to:
  - a. Terminate the duty thereby returning the employee to the old station or assigning a new station,
  - b. Change the assignment from TDY to a PCS,

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

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

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

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

E. Taxation of Reimbursable TDY Allowances

1. An AO must advise an employee of the potential federal, state, and local income tax liability if the TDY assignment (including training assignment) is at one location for more than a year.

2. *A civilian employee's TDY assignment at one location for more than a year is considered, by the IRS, to be a permanent assignment and any reimbursement (especially per diem) may be considered taxable income by the IRS. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4715 for Income Tax Reimbursement Allowance (ITRA).*

3. An IRS statute, 26 USC §162(a) and the implementing IRS regulations in 26 CFR 162, do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

***NOTE: Tax rules may differ by state and locality.***

**C4435 TDY PRIOR TO REPORTING TO FIRST PDS**

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

**C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE**

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

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

**C. TDY at Other than Leave Point**

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

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

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

TDY allowances are payable at the TDY location.

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

- a. Old PDS to the leave address or to the place at which the travel authorization/order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- b. Leave address or place at which the travel authorization/order is received, as applicable, to the TDY station; and
- c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

**C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**

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

**C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**

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

**C4460 TDY ASSIGNMENT TO A SUBMARINE**

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

---

**C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**

See Ch 7, Part H.

**C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

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

**C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE**

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

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

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

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

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

**C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL**

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

## PART K: TRAINING COURSE ATTENDANCE

### C4500 ALLOWANCES

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

1. Per diem (see par. C4530) or AEA (see par. C4600); or
2. Dependent and HHG transportation to and from the training location. See pars. C4505 and C4510.

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

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
2. Common carrier transportation costs reimbursement.

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

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

### C4505 DEPENDENT AND HHG TRANSPORTATION

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

#### A. Allowances Authorized

1. If the estimated round-trip transportation total cost for dependents (***excluding per diem***) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and GOV'T obligation are fixed and may not be changed ([39 Comp. Gen. 140 \(1959\)](#)).***

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

1. Per diem payment for dependent travel,
2. A house-hunting trip,

3. TQSE payment (*see par. C5356-B*),
4. MEA, and
5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel authorization/order issuance.

**C4510 NO RETURN TO OLD PDS**

A. Dependent and HHG Transportation

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

1. An employee who attends a training program away from the PDS:
  - a. And is transferred to a new PDS after completing the program without returning to the old PDS, or
  - b. En route to a new PDS,

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

- c. (***But not per diem for dependents***) from the PDS to the training location NTE the total per diem or AEA payments that would have been received at the training location; and
- d. per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

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

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

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part P purposes.
2. Before the training begins, a selected employee should be issued a PCS travel authorization/order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel authorization/order establishes the employee's authorization for the real estate transaction allowance reimbursement in Ch 5, Part P.

3. Payment of the real estate transaction allowances in Ch 5, Part P (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
  - a. Successfully completed the training program,
  - b. Signed the service agreement required in par. C5564, and
  - c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See [B-161795, 29 June 1967](#).

#### C4515 INTERN AND/OR TRAINEE

1. When moving an intern or a trainee, the DOD component must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.
4. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. C5075.*

#### C4520 TRANSPORTATION AND PER DIEM OR AEA

1. Transportation and per diem or an AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.
2. If an employee is authorized per diem or an AEA but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEA allowed if the employee had remained at the training location. See par. C4677.
3. The employee is authorized *round-trip* TDY mileage or the cost of *round-trip* public conveyance transportation (from the residence to the training location) and per diem or AEA (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

#### C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, M&IE may not exceed the applicable per diem rate authorized in Ch 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Ch 4, Part L for IE even though the total actual cost for lodging and meals and the amount authorized for IE exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part L ([60 Comp. Gen. 181 \(1981\)](#)). For AEA information, see Ch 4, Part M. ***NOTE:*** ***There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" ([GSBCA 15890-TRAV, 29 July 2003](#)).***

**C4530 PER DIEM FOR TRAINING ASSIGNMENT**

\*A. General. Per diem rates for all courses of instruction are determined under par. C4530 in the same manner as for any other TDY (see Ch 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B. See par. C4550 for procedures to request a rate change in par. C4530-B. Per diem for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

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

\*3. In some situations, the Secretary Concerned may authorize Essential Unit Messing (EUM) for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a civilian employee receives the incidental expenses amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

## PART L: PER DIEM

### C4550 PER DIEM RATE

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

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

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

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

\*C. Authorizing a Lower Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality [per diem rate](#) for the locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E sends a lower per diem rate authorization to the requesting official. ***The authorized lower per diem rate must be stated on the travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the original authorization/order was issued).*** ***Except as indicated in pars. C4554-D and C4558-C, a DOD Component head (see APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.***

\*D. Offices Designated to Authorize Decreased Per Diem Rate. A DOD Component head may authorize (in advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD Component concerned and may not be re-delegated. In the absence of a reduced or no per diem authority on the travel authorization/order before travel begins (or part of an authorization/order amendment covering a prospective period after the authorization/order modification), a travel authorization/order, modified after the fact prescribing per diem different from those in <http://www.defensetravel.dod.mil/perdiem/pdrates.html> are without effect. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

**\*NOTE:** *An increase to the zero or reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. C4600.*

\*E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through C4550-E4:

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

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2007, the Standard CONUS per diem rate is:

<b>LODGING</b>	<b>M&amp;IE</b>	<b>TOTAL</b>
<b>\$70</b>	<b>\$39</b>	<b>\$109</b>

**C4551 PER DIEM RATE REVIEW**

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

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

2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

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

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

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

#### **C4552 GENERAL RULES REGARDING PER DIEM**

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

- a. Per diem cannot be authorized or paid within the PDS limits (see definition, APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.
- b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.
- c. Non-payment of per diem applies even if the traveler vacated the permanent dwelling at the old PDS and lodged in temporary lodgings during the TDY period.

2. Per Diem Allowed

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

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

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

\*D. TDY at Nearby Places outside the PDS. Per diem is not authorized when an employee performs TDY in the vicinity of, but outside, the PDS, unless overnight lodging is required. If the travel period is more than 12 consecutive hours (par. C4552-F), the AO may authorize per diem if overnight lodging is required.

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

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

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

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and IE may not exceed the applicable per diem rate authorized in Ch 4, Part L. See par. C4525 for a training course exception. For AEA information, see Ch 4, Part M. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy"** ([GSBCA 15890-TRAV, 29 July 2003](#)).

\*I. Personnel Traveling Together. 'Personnel traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the travelers' authorization/order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers. **No per diem is payable on days travelers travel when the authorization/order directs limited or no reimbursement for personnel traveling together.** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. A civilian employee pays the food cost and operating expense and is authorized reimbursement of the amount paid for food. **Directing several personnel to travel together with limited or no reimbursement must never be done simply to save travel funds.**

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

K. Employee Dies or Is in a Missing Status while in a Travel Status. Per diem terminates at the end of the calendar day for on which the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

### C4553 'LODGINGS-PLUS' PER DIEM METHOD COMPUTATION

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

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

1. A fixed per diem rate is authorized for the TDY or training assignment under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
- \*3. A per diem rate prescribed in par. C4558 for travel by ship applies;
- \*4. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
- \*5. Per diem is not payable as indicated in par. C4554- C when TDY is performed in support of a military unit while on field duty;
- \*6. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or
- \*7. An AEA has been authorized for the TDY assignment under par. C4600.

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

#### B. Maximum Per Diem Rate

1. Rates. The travel [per diem rates](#) are the responsibility of the General Services Administration, Department of State, and Department of Defense. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#). See par. C4550-F3 for the current [Standard CONUS per diem rate](#). Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the [per diem rate](#) is the locality rate specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the [per diem rate](#) is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount. **Receipts for lodging are required. See par. C1310.**

***NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense. The maximum amount allowed for lodging in foreign OCONUS areas includes a lodging tax amount. Lodging tax in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.***

2. M&IE Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

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

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

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

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, the highest M&IE rate prescribed for any of the TDY locations is used. See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate. See par. C5120-C, Example 1.

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

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

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

a. Day Travel Begins

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

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

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

b. Full Calendar Travel Days

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

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

c. Returning from Travel

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

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is the M&IE rate applicable to the preceding calendar day (for a student dependent, the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

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

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



**\*NOTE:** The IE rate OCONUS is the applicable locality per diem rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. The \$3.50 must be stated on the authorization/order for it to be paid.

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

**\*NOTE:** For training and deployments the AO may specify the GMR or PMR based on GOV'T dining facility/mess availability. The AO may only specify the GMR when all 3 meals on a given day are available. The AO may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day.

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

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

#### B. Deductible Meal

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

2. A deductible meal is a meal:

- a. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization/order indicates the facility providing the meal(s) is available;
- b. Included in a registration fee ultimately paid by the GOV'T;
- c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
- d. Furnished by the GOV'T at no cost to the traveler;
- e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
- f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).

3. The following is not a deductible meal:

- a. Box lunch (to include such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the *only method* of providing adequate subsistence to a traveler. **NOTE:** See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,
- b. In-flight meal,

- c. Rations furnished by the GOV'T on military aircraft,
- d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,
- e. Meal furnished on commercial aircraft,
- f. Meal provided by private individuals, or
- g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

***NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the IE for that day (\$3 in CONUS; or the locality IE or \$3.50 OCONUS) are payable.***

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

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

#### **C4555 RULES CONCERNING LODGING AND LODGING COST**

##### **A. Lodging Location Rules**

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

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DOD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

**B. Allowable Lodging Expenses.** An official traveler is reimbursed for actual lodging costs NTE the maximum lodging amount for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. For double occupancy, see par. C4555-II. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.
2. GOV'T QTRS. A fee or service charge paid for GOV'T QTRS use is an allowable lodging expense.

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

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

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

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

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

***NOTE 1:*** *If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See [GSBCA 14398-TRAV, 24 Feb 1998](#).*

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

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

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

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

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

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

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

***NOTE 2: An employee who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 16699-TRAV, 17 August 2005.***

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

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

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

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

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Ch 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.*

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

F. Dual Lodging Reimbursement on a Single Day

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

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

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

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

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

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

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

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

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

### C4556 LODGING AND MEALS PROVIDED WITHOUT COST

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

1. \$3 incident to an assignment in CONUS; and
- \*2. The [IE](#) rate for the locality concerned unless the AO determines \$3.50 to be adequate for anticipated expenses. The OCONUS incidental expense of \$3.50 must be stated in the travel authorization/order.

\*However, the applicable amount, plus the cost of meals - and lodgings furnished without cost to the traveler - may not exceed the applicable maximum [per diem rate](#). See par. C4554-C for per diem when TDY is performed in support of a field training exercise with a military unit.

### C4558 PER DIEM FOR TRAVEL BY SHIP

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

#### B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodgings ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum [lodging amount for the TDY locality concerned](#).*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned.
2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).
3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the [Standard CONUS M&IE rate](#) (see par. C4550-F3 for the current [Standard CONUS per diem rate](#)) is paid. The AO should have stated in the travel authorization/order the circumstances and rate. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging rate, is reimbursed.

#### C. Commercial Ship

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

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

D. POC Travel Involving a Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), the employee is authorized per diem. See par. C2193 for transportation allowances.

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

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

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

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

#### **C4559 RECREATIONAL VEHICLE USE FOR LODGING**

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

##### **A. Privately Owned**

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. M&IE. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

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

#### **\*C4560 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS**

\*If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. If paid under DTS, the CTO should be used to make these arrangements unless the CTO does not provide this service. See pars. C4555-D, C4555-E, C4555-G and C4559.

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

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

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), [DOD 5500.7-R](#).

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

D. Private Individual Serving without Compensation. Most individuals performing invitational travel (see APP E), are authorized per diem/AEA. See pars. C4553 and C4600.

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

**C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT**

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

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

C. Leave and Non-workday

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

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

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

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

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

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

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

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

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

#### **C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**

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

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

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

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

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the travel authorization/order indicates clearly that an administrative determination was made that the personal expense incurred by the employee in traveling to the leave location made it unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization/order ([39 Comp. Gen. 611 \(1960\)](#)).

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

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

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

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

#### C4565 PER DIEM COMPUTATION EXAMPLES

##### A. Lodging Tax

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging tax.
2. Tax on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense.
3. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging tax.
4. [Lodging](#) tax in foreign OCONUS locations is not a separate miscellaneous reimbursable expense

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

C. Per Diem Rates. The [per diem rates](#) used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C4550-F3 for the current [Standard CONUS per diem rate](#).

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

1. Example 1-TDY Travel

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

2. Example 2-TDY Travel

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

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

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

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

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

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

<b>Example 5</b>				
<b>AOR Per Diem/TDY Travel Overnight – No Lodging Required</b>				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The employee stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan. The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The employee departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:				
<b>Date</b>	<b>Travel Plan</b>	<b>Transportation Mode/Means</b>	<b>Reason For Stop</b>	<b>Per Diem Rate</b>
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
<b>Reimbursement</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15.00/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>Reimbursement for per diem due employee</b>				<b>\$317.75</b>

**C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY**

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

<b>Quick Reference - Per Diem</b>						
<b>TDY Travel of More Than 24 Hours</b>						
Footnotes: See table # 4						
<b>* (1) Departure Day from PDS</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	Arrived at TDY location (not a U.S. INSTALLATION) on same day as departed PDS.	Arrived at TDY location (on a U.S. INSTALLATION) on same day as departed PDS. Traveler occupied GOV'T QTRS.	Arrived at TDY location (on U.S. INSTALLATION - GOV'T QTRS available) on same day as departed PDS. Traveler elected not to occupy available GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
<b>*Per Diem for Departure Day from PDS<sup>5/</sup></b>	*75% of the M&IE rate for the TDY locality <sup>1/</sup> plus lodging cost NTE maximum lodging prescribed for TDY locality. <sup>2,4/</sup>	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus cost of GOV'T QTRS NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. <sup>8/</sup>	75% of M&IE rate for next destination (TDY/stopover point) locality <sup>1/</sup> for departure day.	*75% of the M&IE rate for the en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. <sup>2,4/</sup>	*75% of the M&IE rate for the long-term TDY/ training location plus the cost of lodging NTE the rate prescribed for that location. A fixed reduced per diem rate does not apply on travel day to that location.

(2) Whole Days of Travel in CONUS

	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not a U.S. INSTALLATION) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on a U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	Each whole day at CONUS TDY locality (not U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when traveler occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	*Each whole day at a CONUS location at which the employee is authorized a fixed reduced per diem rate.
<b>*Per Diem for Whole Days of Travel</b> <sup>5/</sup>	*M&IE applicable to CONUS TDY locality unless the AO specifies the PMR for deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality <sup>2/</sup> .	*M&IE plus the cost of GOV'T QTRS. (M&IE may be at the rate prescribed for the TDY locality, or <sup>6/</sup> . See par. C4554-A for M&IE rate determination.	*M&IE applicable to CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality <sup>2/</sup> (If one or two deductible meals are provided, M&IE is PMR plus \$3. See par. C4554-B.	*M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$3, if the AO specifies the GMR based on available GOV'T dining facility/mess during training or deployments, (3) PMR plus \$3 if the AO specifies the GMR based on available GOV'T dining facility/mess during training or deployments, (4) PMR plus \$3 if one or two deductible meals are provided <sup>6/</sup> , or (5) see par. C4554- C when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	*M&IE plus the cost of occupied lodging NTE maximum rate prescribed for TDY locality <sup>7/</sup> . (M&IE may be at (1) The rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if in the AO specifies this rate based on available GOV'T dining facility/mess during training or deployments, (3) PMR plus \$3 if the AO specifies this rate based on available GOV'T dining facility/mess during training or deployments, (4) PMR rate plus \$3 if one or two deductible meals are provided <sup>6/</sup> , or (5) see par. C4554- C when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	*Per diem at the authorized fixed reduced rate without itemization or receipts for meals, lodgings or incidental expenses. <sup>2/ 5/7/</sup>

<b>(3) Whole Days of Travel – OCONUS</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on a U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	Each whole day at OCONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION). Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	*Each whole day at an OCONUS location at which the employee is authorized a fixed reduced per diem
<b>*Per Diem for Whole Days of Travel</b> <sup>5/</sup>	*M&IE <sup>3/</sup> applicable to OCONUS TDY locality (unless the AO specifies the PMR based on deductible meals) plus cost of lodging <sup>4/</sup> NTE maximum rate prescribed for TDY locality.	*M&IE plus cost of GOV'T QTRS (M&IE may be at the meal rate prescribed for the TDY locality plus locality or \$3.50 IE, or PMR plus locality or \$3.50 IE <sup>3/</sup> if one or two deductible meals are provided <sup>6/</sup> . See par. C4554-A for M&IE rate determination.	*M&IE <sup>3/</sup> applicable to OCONUS TDY locality plus cost of lodging <sup>4/</sup> NTE maximum rate prescribed for TDY locality.	*M&IE plus cost of GOV'T QTRS (M&IE may be at (1) meal rate prescribed for TDY locality plus locality or \$3.50 IE, (2) Standard GMR plus locality or \$3.50 IE <sup>3/</sup> , if the AO specifies this rate based on available GOV'T dining facility/mess during training or deployments, (3) PMR plus locality or \$3.50 IE <sup>3/</sup> , if the AO specifies this rate based on available GOV'T dining facility/mess during training or deployments, (4) PMR plus locality or \$3.50 IE <sup>3/</sup> if one or two deductible meals are provided <sup>6/</sup> , or (5) see par. C4554-C when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	*M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. <sup>4/7/</sup> (M&IE may be at (1) The meal rate prescribed for the TDY locality plus locality or \$3.50 IE, (2) Standard GMR plus locality or \$3.50 IE <sup>3/</sup> , if the AO specifies this rate based on available GOV'T Dining facility/mess during training or deployments, (3) PMR plus locality or \$3.50 IE <sup>3/</sup> , the AO specifies this rate based on available GOV'T Dining facility/mess during training or deployments, (4) PMR plus locality or \$3.50 IE <sup>3/</sup> if one or two deductible meals are provided <sup>6/</sup> , or (5) see par. C4554-C when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	*Per diem at the authorized fixed reduced rate without itemization or receipts for meals, lodgings or incidental expenses. <sup>4/ 5/7/</sup>

<b>(4) Day(s) of Return to PDS</b>					
	A	B	C	D	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	*Arrived at PDS on same day as departed TDY location where fixed reduced per diem was authorized.
<b>*Per Diem for Return Day to PDS<sup>5/</sup></b>	75% of the M&IE rate for last TDY locality. <sup>1/</sup>	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from TDY: M&IE plus lodging <sup>2/,5/</sup> cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for the stopover locality. <sup>1/</sup>	The cost of lodging based on the locality rate at which lodging was obtained if authorized/ approved by the AO plus 75% of the M&IE rate. See par. C4553-D2c(4).	*75% of the M&IE rate for the TDY locality. The fixed reduced rate does not apply on return day to the PDS.

**Footnotes**

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

\*2/ Lodging tax is separately reimbursable miscellaneous expense in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for tax.

\*3/ The **IE** rate for the TDY locality. OCONUS, the AO can determine that an IE of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for the anticipated incidental expenses. The \$3.50 IE rate may be authorized and must be stated in the travel authorization/order.

\*4/ Lodging tax *is not* a separately reimbursable miscellaneous expense in a foreign OCONUS area because an amount is included in the applicable OCONUS maximum lodging amount for tax.

\*5/ Cost of laundry/dry-cleaning/pressing of clothing when travel is *within CONUS is reimbursable* under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning/pressing of clothing *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem IE for laundry.

\*6/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

\*7/ When a per diem rate based on the cost of available GOV'T QTRS is authorized in the traveler's travel authorization/order, the per diem authorized in the travel authorization/order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

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

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

B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is/are authorized a safe haven allowance computed using the 'Lodgings-Plus' per diem computation method for each day in an evacuation status. ***Actual expense allowances described in Ch 4, Part M, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem is intended to cover, see the APP A definition of PER DIEM and Ch 4, Part L. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because an evacuated employee and/or dependent may stay with friends/relatives while at a safe haven, the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends/relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend/relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend/relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See computations in par. C4566-C. GOV'T dining facility/mess or open mess availability/use has no effect on per diem for an employee/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem payable under par. C4566 may be paid in advance as prescribed in Ch 6, Part D, §550-403(d).

C. Per Diem Computations. The following example illustrates the method used for computing per diem incident to evacuation:

<b>Example</b>			
1. The <a href="#">per diem rates</a> used in the following example are for illustrative purposes only and do not necessarily reflect current allowances.			
2. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a separate miscellaneous reimbursable expense in addition to per diem.			
3. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a separate miscellaneous reimbursable expense. Tax is part of the lodging cost. The cost of a value added tax (VAT) relief certificate is a separate miscellaneous reimbursable expense if the certificate is used to avoid paying the lodging tax.			
4. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.			
5. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60/day for lodging tax (8%). The maximum per diem applicable at that location was \$109 (\$70/ \$39).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$109) (\$70/ \$39). Each dependent under age 12 is authorized per diem NTE 50 percent of the rate.			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee:	\$39	\$70	\$109.00
Employee's spouse	\$39	\$70	\$109.00
Child (age 12 or older)	\$39	\$70	\$109.00
Child (under age 12)	\$19.50 (\$39 x 50%)	\$35 (\$70 x 50%)	\$ 54.50
Max daily amt that may be paid for costs incurred by employee & 3 depts	\$136.50	\$210	\$381.50
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$136.50 for M&IE and NTE \$240 for lodging), as follows:			
M&IE:	\$136.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$240) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$231.50 (Daily amount that is payable to the employee and dependents (within the maximum \$381.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60/day		
Total:	\$239.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable <a href="#">per diem rate</a> , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31 <sup>st</sup> through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee	<b>\$23.40</b> (\$39 x 60%)	<b>\$42</b> (\$70 x 60%)	<b>\$65.40</b>
Employee's spouse:	<b>\$23.40</b> (\$39 x 60%)	<b>\$42</b> (\$70 x 60%)	<b>\$65.40</b>
Child (age 12 or older)	<b>\$23.40</b> (\$39 x 60%)	<b>\$42</b> (\$70 x 60%)	<b>\$65.40</b>
Child (under age 12)	<b>\$11.70</b> (\$39 x 30%)	<b>\$21</b> (\$70 x 30%)	<b>\$32.70</b>
Max daily amt that may be paid for costs incurred by the empl & 3 depts	<b>\$81.90</b>	<b>\$147</b>	<b>\$228.90</b>
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$81.90 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$81.90 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$176.90 (Daily amount that is payable to the employee and dependents within the maximum \$228.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60/day		
Total:	\$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

## PART M: AEA

### C4600 GENERAL

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

### C4602 JUSTIFICATION

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

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
- \*3. Costs for items in par. C4608-A2 have escalated temporarily due to special/unforeseen events.

### \*C4604 AUTHORITY/APPROVAL

\*The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar). AEA:

1. May be authorized before travel begins, or approved after travel is performed;
- \*2. Should be stated in the travel authorization/order/trip record when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
- \*4. Uniformity of allowances must be ensured (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

### C4606 LIMITATIONS

1. Authority to prescribe an AEA is not blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel authorization/order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DOD Component concerned should submit a request for a per diem rate review IAW par. C4551.
4. The definitions and rules applicable to the traveler's authority for per diem under Ch 4, Part L while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and additional expenses incurred for personal preference/convenience.

---

**C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**

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

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
  - a. Missile launch,
  - b. Sports event,
  - c. World's fair,
  - d. Convention,
  - e. Natural disaster, or
  - f. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to/from the less expensive lodging facility would consume most/all savings achieved from occupying less expensive lodging;
4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and
6. In similar situations.

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

- \*1. The U.S. President/Vice President, or members of their families;
- \*2. U.S. Congress members;
- \*3. U.S. Cabinet members;
- \*4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
- \*5. Supreme Court Justices;
- \*6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
- \*7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
- \*8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
- \*9. U.S. Delegates to international conferences/meetings;

- \*10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
- \*11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
- \*12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

#### **C4610 EXPENSES**

- A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem as defined in APP A.
- B. Expenses Not Allowed. The following expenses are not allowed. Meal cost:
  - 1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;
  - 2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends ([B-189622, 24 March 1978](#)); or
  - 3. Purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity to which the traveler is accustomed is a personal preference matter and is not a "justifiable reason". See [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

#### **C4620 OVER 300% MAXIMUM AEA**

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

#### **C4622 REIMBURSEMENT**

- A. Limitations
  - 1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
  - 2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
  - \*3. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.
- \*B. IE The maximum reimbursement for IE is:
  - 1. CONUS \$3 in CONUS, and
  - 2. OCONUS
    - \*a. The locality incidental expense, or
    - \*b. \$3.50 OCONUS for all full TDY days (except the days travel begins/ends) when the AO determines the \$3.50 rate is adequate to meet anticipated expenses.

#### **C. M&IE Paid on a Per Diem Basis**

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

2. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

3. Example

- a. A traveler is authorized/approved an AEA NTE 150% for lodging.
- b. The traveler is paid M&IE on a per diem basis, and, M&IE itemization is not required.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the **total** (\$106) locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:

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

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

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

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

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

#### C4624 AEA COMPUTATION

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

B. Meals Available under Special Arrangements. When TDY is a special mission, (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements, actual expense reimbursement for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses

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

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

- a. A separate miscellaneous reimbursable expense in addition to per diem/AEA when CONUS travel

requires at least 4 consecutive CONUS TDY lodging nights. For example, a traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily, or

b. Not a separate miscellaneous reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rate/AEA authorized/approved for OCONUS travel. For instance, a traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

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

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

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4553-D2c for reimbursement method.

**C4626 COMPUTATION EXAMPLES**

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

**NOTES:**

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

<p><b>*EXAMPLE 1</b>  <b>AEA– single TDY location</b>  AEA authorized for lodging and M&amp;IE paid on a per diem basis.</p> <p><i>An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i></p>			
<p><b>*TDY Location Per Diem w/o AEA</b>  Maximum Per Diem - \$146.00  Lodging - \$99  M&amp;IE - \$47.00</p>		<p><b>*TDY Location Per Diem w/AEA</b>  AEA authorized NTE \$438 (\$146 x 300%)  Lodging NTE \$391 (\$438 - \$47)M&amp;IE - \$47</p>	
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Lodging</b>
10 Aug	Residence	TDY	*\$330.00
11-12 Aug		*At TDY Station, Lodging - \$330/day x 2 days =	*\$660.00
13 Aug	TDY	Residence	
<b>Date</b>	<b>REIMBURSEMENT ( denotes AEA computation)</b>		<b>Amount</b>
10 Aug	*\$47 x 75% = \$35.25 + \$330 =		*\$365.25
11-12 Aug	*\$47 + \$330 = \$377/day x 2 days =		*\$754.00
13 Aug	\$47 x 75% = \$35.25		\$35.25
<b>Total Reimbursement</b>			<b>*\$1,154.50</b>

<p><b>*EXAMPLE 2</b>  <b>AEA to multiple TDY locations A, B, and C</b>  Location A – AEA authorized for lodging, M&amp;IE paid on a per diem basis, \$296(\$248.50 = \$249/ \$47).  Location B – Lodging and M&amp;IE paid on a per diem basis, \$108 (\$77/ \$31).  Location C – Lodging and M&amp;IE paid on a per diem basis, \$116 (\$77/ \$39).</p> <p><i>*An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i></p>			
<p><b>*TDY Location ‘A’ Per Diem w/o AEA</b>  Maximum Per Diem - \$197  Lodging - \$150, M&amp;IE - \$47</p>		<p><b>*TDY Location ‘A’ Per Diem Rate w/AEA</b>  AEA authorized NTE \$295.50 (\$197 x 150% = \$295.50 = \$296)  Lodging NTE \$249 (\$296 - \$47)  M&amp;IE - \$47</p>	
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Lodging</b>
7 Sep	Residence	TDY, Location A	\$170
8 Sep		TDY, Location A	\$170
9 Sep	TDY, Location A	TDY, Location B	\$70
10 Sep		TDY, Location B	\$70
11 Sep	TDY, Location B	TDY, Location C	\$75
12 Sep	TDY, Location C	Residence	
<b>Date</b>	<b>REIMBURSEMENT ( denotes AEA computation)</b>		<b>Amount</b>
7 Sep	\$47 x 75% = \$35.25 + \$170 (AEA lodging) TDY Location A =		\$205.25
8 Sep	\$47 + \$170 (AEA per diem rate) =		\$217.00
9-10 Sep	\$31 + \$70 = \$101/day x 2 days, TDY Location B =		\$202.00
11 Sep	\$39 + \$75, TDY Location C =		\$114.00
12 Sep	\$39 X 75% =		\$29.25
<b>Total Reimbursement</b>			<b>\$767.50</b>

---

## PART N: RETURN TO PDS DURING TDY

### C4675 TRAVEL AUTHORIZATION/ORDER

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

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

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

### C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

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

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

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

### C4677 VOLUNTARY RETURN TO PDS

A. General

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

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

1. Example 1

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

2. Example 2

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

3. Example 3

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

4. Example 4

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

**C4678 RETURN TO PDS DURING EXTENDED TDY**

\*A. General

1. For par. C4678, "extended TDY" means directed continuous travel of 3 or more weeks.

\*2. A traveler on extended TDY (other than training or deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.*

\*B. Authorized Return

\*\*\*\*\*1. *A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized transportation expense reimbursement.* The traveler is authorized only per diem-related expenses based on the TDY location per diem rate and any miscellaneous reimbursable expenses that would have been allowable had the traveler remained at the TDY location ([B-200856, 3 August 1981](#); and [B-214886, 3 July 1984](#)). See par. C4563-E.

\*2. A statement that return travel is authorized must be included in the travel authorization/order, or on the travel voucher if approved after the travel has been performed. *This travel is an exception to the policy of scheduling travel during regular duty hours.* Accordingly, the authorized return should be performed outside the traveler's regular duty hours or during authorized leave periods.

\*3. A traveler, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary ([55 Comp. Gen. 1291 \(1976\)](#)).

\*4. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. C4677.

\*5. Computation Examples

a. Example 1

**Example 1**

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

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

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

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

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

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

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

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

b. Example 2

**Example 2**

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

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

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

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

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

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

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

c. Example 3

**Example 3**

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

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

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

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

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

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

**C4679 LODGING RETAINED AT TDY LOCATION**

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

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

1. When a traveler is authorized ‘Lodgings-Plus’ per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience; and

b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the personal belongings quantity, the establishment's ability to store those belongings, and the traveler's ability to secure a room upon return.

2. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense (up to the maximum lodging rate).

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

1. When a traveler is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement for out-of-pocket expenses.

2. The amount allowed for lodging cost as a reimbursable expense may not be more than the amount the traveler would have received if the return trip to the PDS was not taken.

3. Example

1. The traveler is on long term TDY renting an apartment at a cost of \$1,000/month.		
2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100).		
55% x \$34 (M&IE) = \$18.70	55% x \$66 (Lodging) = \$36.30	Total = \$55 or 55% of \$100 = \$55
3. The traveler is reimbursed \$36.30/day x 30 days = \$1,089 per 30-day month for lodging.		
4. The travel authorization/order allowed the traveler a return trip home every 3 weeks.		
<b>Scenario 1</b>		
1. The traveler returned to the PDS once during the first month. The traveler is not paid for the 2 nights lodging spent at the PDS.		
2. The traveler is authorized \$1,016.40 (28 days x \$36.30/day) for lodging for the first month.		
3. Since the traveler is authorized \$16.40 more than actual lodging cost (\$1,016.40 vs. \$1,000), the traveler is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.		
<b>Scenario 2</b>		
1. The traveler returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the traveler is not paid lodging for 5 nights spent at the PDS.		
2. The traveler is authorized 25 days x \$36.30/day = \$907.50 for lodging for the third month.		
3. The traveler is out-of-pocket \$92.50 for lodging costs (\$1,000 vs. \$907.50).		
4. The traveler would have been reimbursed \$181.50 (5 nights x \$36.50/night) for those 5 nights had the traveler not returned to the PDS.		
5. The \$92.50 out-of-pocket cost is less than the amount the traveler would have been paid had the traveler not returned to the PDS (\$181.50).		
6. At the AO's option, the traveler may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.		

## SECTION 3: HHG WEIGHT

### C5168 ADMINISTRATIVE WEIGHT LIMITATIONS ([FTR §302-7.16](#))

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

#### B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of GOV'T furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable GOV'T furnishings is added to the 4,500 pounds.
3. If all GOV'T furnishings are required to be returned to the GOV'T and/or the GOV'T furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
- \*4. The AO or designee may increase the restricted HHG weight allowance if requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
  - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
  - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
  - \*c. Upon departure from an administratively weight-restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
  - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

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

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

### C5170 DETERMINING THE NET WEIGHT

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

1. Does not include the crating material weight,

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

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

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

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

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

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

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

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

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

## **C5175 EXCESS CHARGES**

A. Policy

1. GOV'T's Financial Responsibility

- a. The GOV'T must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.
- b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. ([FTR §302-7.200](#))

2. Employee's Financial Responsibility

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

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

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

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

1. Army: Unknown;

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

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

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

**PAGE LEFT BLANK INTENTIONALLY**

## SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

### C5360 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. \$109 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2007), or
2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA in Ch 4, Part M may not be authorized/approved for TQSE(AE).*

### C5362 AUTHORITY

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is determined on a case-by-case basis.

### C5364 LIMITATIONS

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

- (1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;
- (2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); ([GSBCA 15455 –RELO, 26 June 2001](#), and [GSBCA 16646 –RELO, 8 August 2005](#)). Also see par. C5354-B1c.
- (3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;
- (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
- (5) Similar factors.

- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
- c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
- d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B1 or C5354-B2 applies, from the date the HHG are delivered.

### **C5366 ELIGIBILITY PERIOD**

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

- 1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS travel authorization/order.
- 2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

- 1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.
- 2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:
  - a. Travel between the old and new PDS (actual travel time);
  - b. Necessary official duties such as an intervening TDY assignment/military duty; or
  - c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.
- 3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:
  - a. The absence period is excluded from the authorized time for temporary lodging occupancy;
  - b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
  - c. Eligibility continues for the balance of the authorized time, if necessary.
- 4. Temporary Lodging Occupancy Interrupted by Official Travel

- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
- c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging ([69 Comp. Gen. 72 \(1989\)](#)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first.

## **C5368 RECEIPTS AND SUPPORTING DOCUMENTATION**

### A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.
2. Receipts. Receipts are required for:
  - a. Lodging costs paid, showing location, dates, and by whom occupied;
  - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
3. Supporting Statement. The supporting statement must include:
  - a. The cost of each meal, for each day, by date, and where and by whom consumed;
  - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
  - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

\*B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is used to document TQSE expenses for reimbursement.

## **C5370 PAYMENT**

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
  - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);

- b. A reasonable amount; and
- c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid. See par. C5352-D4.

a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodgings with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation including required receipts for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement. See par. C1310-A2.

b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodgings without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement. See par. C1310-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging ([B-217435, 29 August 1985](#)), **NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.**; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing ([B-217435, 29 August 1985](#)).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the *official* traveler may be reimbursed for additional *lodging* costs the host incurs in accommodating the traveler if the traveler *can* substantiate the costs and the AO determines the costs *are* reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.** See [GSBCA 16836-RELO, 5 June 2006](#). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, *if otherwise eligible*.

**NOTE: If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See [GSBCA 14398-TRAV, 24 Feb 1998](#).**

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, *unless* TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day ([FTR §302-6.110](#)). See par. C5358 for limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Mobile Home TQSE Reimbursement. TQSE may be paid for temporary use of a mobile dwelling at the old and/or new PDSs. See [B-191831, 8 May 1979](#), [B-215055, 7 February 1985](#), and [GSBCA 15289-RELO, 1 February 2001](#). A mobile home that becomes/is/is to become the permanent residence at the PDS cannot also be used as a temporary residence.

1. Allowable Expenses. Mobile home lot or marina rental space for the mobile home; utilities connection and disconnection costs for electricity, fuel oil, natural gas, sewer, trash, and water service; and mandatory GOV'T-assessed fees (i.e., local, state, or federal).

2. Computation Rules. **Step 1**: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. **Step 2**: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed \$300 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$200, utilities - \$60, and mandatory GOV'T fees - \$40. The actual TQSE daily lodging cost is \$15 (\$300/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$300 (\$15/day x 20 days) for lodging during the authorized TQSE period.

b. Example 2. The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350, utilities - \$90, and mandatory GOV'T fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

3. Reimbursement Limitation. The factors below may affect the employee's TQSE reimbursement involving mobile home use.

a. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1 when the mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodgings) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodgings expenses. If the employee's primary residence is/is to become the mobile home that is being used as a temporary residence, see par. C5750-B4 and do not pay TQSE.

b. TQSE may be authorized at the new PDS when the mobile home is the temporary residence while the employee is seeking a permanent residence other than the mobile home. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1. Mobile home transportation is limited to the geographic points listed in par. C5260.

## **C5372 COMPUTATION**

### **A. TQSE(AE) Calculation**

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30- or fewer-day TQSE(AE) period. See Ch 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;
- b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer day TQSE(AE) period; or
- c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 or fewer day TQSE(AE) period.

**Examples**

1. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.

***NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).***

2. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

***NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.***

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.

***NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.***

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:
  - a. CONUS. **\$109**, Standard CONUS per diem rate (*effective 1 October 2007*).
  - b. OCONUS (non-foreign OCONUS and foreign areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.
  - c. First 30 Days
    - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
    - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.
    - (3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.
    - (4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

***NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$109) in pars. C5372-A2a through C5372-A2d are \$109, \$81.75, \$81.75, and \$54.50, respectively, if the temporary lodging is occupied in CONUS.***

- d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:
  - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
  - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.
  - (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
  - (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

***NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$109) in pars. C5372-A2a through C5372-A2d are \$81.75, \$54.50, \$54.50, and \$43.60 respectively.***

- e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*) the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. ***The total time period for which TQSE(AE) may be paid may never exceed 120 days.***

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$109) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. *AEA (Ch 5, Part M) may not be authorized/approved for TQSE(AE).*

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$109 (Eff 1 October 2007)				
Employee or Unaccompanied Spouse	\$109	\$109.00	\$109 x 75%	\$81.75
Accompanying Spouse	\$109 x 75%	\$ 81.75	\$109 x 50%	\$54.50
Dependent 12 and older	\$109 x 75%	\$ 81.75	\$109 x 50%	\$54.50
Dependent under 12	\$109 x 50%	\$ 54.50	\$109 x 40%	\$43.60

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$109 times 5 days (\$545). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$545. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). ***NOTE: This is true for PCS or TCS travel.***

5. TQSE(AE) Example 4. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period. See B-247061, 6 May 1992.

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$109 (\$70/ \$39) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See [GSBCA 16430-RELO, 13 October 2004](#).

## PART K: RENEWAL AGREEMENT TRAVEL (RAT)

### C5500 GENERAL

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

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

### C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

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

B. Requirements. Prior to departure from the OCONUS PDS an employee must have:

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

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

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

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

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

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

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

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

#### **C5512 ALLOWABLE TRAVEL AND TRANSPORTATION**

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

#### **C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY**

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

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

B. Renewal Agreement Travel (RAT) Delay

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

1. General

- a. RAT at GOV'T expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
- b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
- c. RAT ordinarily is performed between OCONUS tours of duty. See par. C5572-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander ([B-232179, 6 October 1989](#)) subject to leave being granted IAW personnel regulations.

2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if

- a. The employee is engaged on a project that is scheduled for completion within a reasonable time.
- b. There is a temporary personnel shortage, or
- c. For other good reasons.

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

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

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

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

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

#### **Example**

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

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

#### **C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED**

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

#### **C5521 RAT NON-CUMULATIVE**

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

**C5524 BAGGAGE TRANSPORTATION**

See par. C2305 for allowed baggage transportation.

**C5527 HHG SIT**

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

**C5530 PER DIEM**

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

**\*NOTE:** *AEA in JTR, Ch 4, Part M may not be authorized/approved for RAT/PCS travel.*

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

Renewal Agreement Travel			
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl</a> or par. C5060-E3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See. C5060-F1a(1).			
4. Maximum per diem rate at time of travel \$109 (\$70/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$39 (M&IE) =	\$29.25
	9/2- 9/30	No per diem	0.00
	10/1 – 10/2	75% x \$39 (&IE) =	\$29.25
<b>Total Reimbursement</b>			<b>\$58.50</b>
6. Par. C5060-F1a(1) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem. See par. C5060-F1a(1).			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

**C5533 LEAVE STATUS DURING ABSENCE FROM DUTY**

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

**C5536 ALTERNATE DESTINATION**

A. Authorization

1. An employee/a dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:
  - a. A CONUS/non-foreign OCONUS location, or
  - b. The country of the employee's actual residence.
2. Either destination listed above is an official travel destination.
3. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for any excess cost.*
4. The policy-constructed airfare (see APP A) is to be used for constructed cost purposes (see APP P, Part I-B1, [FTR §301-10.112](#) and [62 Comp. Gen. 596 \(1983\)](#)).

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

1. Example 1

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

2. Example 2

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

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

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

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

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

E. Administration. An alternate destination:

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

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

### C5539 LIMITATIONS

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

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

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

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

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

### C5542 DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER

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

B. Exceptions

1. General

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

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

2. Reassignment at Management's Request

- a. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
- b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
- c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.
- d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

3. Attendance at an Accredited College/University

- a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:
  - (1) Under an agreement to attend an accredited college/university,
  - (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DOD Education Activity, or
  - (3) Pursuing other specific professional preparations meeting current DOD Education Activity requirements, or
  - (4) Attending courses that are required for continued certification in the teacher's home State.
- b. The renewal agreement is signed before leaving the OCONUS area.
- c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.
- d. The teacher becomes financially responsible for previously GOV'T-paid travel costs, when travel was at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:
  - (1) Course(s) completion, or
  - (2) Reasons for not completing the course(s).
- e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

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

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

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

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

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

**C5545 DEPENDENT TRANSPORTATION**

A. When Authorized

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

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

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

C. Authorization Limitations. A dependent:

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

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

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

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

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

**PAGE LEFT BLANK INTENTIONALLY**

## PART K: EMPLOYEE MEDICAL TRAVEL

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

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

#### A. General

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

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

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

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

#### D. Authorized Health Care

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

c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization ([GSBCA 15948-TRAV, 30 April 2003](#)).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.

c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.

d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations.

2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and

2. Based on the advice of an appropriate professional certifying physician.

## **C7505 MEDICAL TRAVEL ADMINISTRATION**

A. Applicable Regulations

1. Civilian. An employee performing medical travel in any capacity is governed by the JTR.

2. Uniformed Service Member. The JFTR governs a uniformed service member serving as an attendant as part of official duties.

3. Attendant/Escort. See par. C7530.

B. Travel Authorization/Order. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse the GOV'T's excess travel and transportation costs incurred by the employee, attendants, and accompanying family member(s).

2. The GOV'T's cost is based on transportation costs to and from the designated point.

3. Par. C7525 displays a sample excess cost agreement.

E. Premium Class Accommodations. Premium-class accommodations must be IAW par. C2000-A2 for full reimbursement.

### C7510 TRANSPORTATION

#### A. General

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

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

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement IAW par. C7505-D.
2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:
  - a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or
  - b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement IAW par. C7510-B1.
3. Dental Patients. An employee is authorized health care transportation for required dental care once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

### C7515 PER DIEM

#### A. General

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

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

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

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

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

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

E. Dental Care

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

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

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

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

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

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee elects health care travel to a location other than the designated point, the per diem rate is NTE the rate for the designated point.

#### **C7520 EXCESS ACCOMPANIED BAGGAGE**

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

**C7525 SAMPLE EXCESS COST AGREEMENT**

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

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

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

Employee Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_  
(Designated Point)

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**C7530 ATTENDANTS/ESCORTS**

A. Definition. See APP A, Part I.

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

C. Appointment. Any person may be appointed to accompany an employee physically incapable of traveling alone as an:

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

D. Travel Allowances

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

E. Attendant Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under Ch 7,

Part K.

2. The compensation amount for a nonprofessional attendant is NTE the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant is authorized up to 3 days per diem after arrival at the treatment site to:
  - a. Consult the treating health care providers, and
  - b. Arrange return travel.
2. In extraordinary cases, if the attendant's presence is necessary to the employee's treatment regimen, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant, who is the employee's family member.

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

## APPENDIX A

### PART I: DEFINITIONS

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

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

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

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

#### ACCOMMODATIONS, COMMON CARRIER.

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

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

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

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

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

**AGENCY**

A. Includes:

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

B. Does NOT include a/an:

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

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

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

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

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

**ATTENDANT.** An attendant:

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

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

**AUTHORIZED.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See the [CITY-PAIR AIRFARE CONTRACT](#) at [www.gsa.gov/citypair](http://www.gsa.gov/citypair). *These fares are not used in cost-construction.*

**CERTIFICATED AIR CARRIER.** See U.S. CERTIFICATED CARRIER.

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

**CITY-PAIR AIRFARE.** See the [CITY-PAIR AIRFARE CONTRACT](#) at [www.gsa.gov/citypair](http://www.gsa.gov/citypair).

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

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

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

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

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

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

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force;  
or

2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

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

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

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

**DOD FIELD ACTIVITIES:**

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

**DEFENSE AGENCIES:**

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

**JOINT SERVICE SCHOOLS:**

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

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

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

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

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

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

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

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

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

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

*"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*

*As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).*

*The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).*

*The burden of proof is on the claimant to establish the common law marriage. See [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).*

*Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.*

**Pertinent GSBCA decisions**

*GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>*

**DESIGNATED PLACE.** A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE.** The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES**

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DOD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

**DISCOUNT GOVERNMENT MEAL RATE.** The daily rate charged for meals in a GOV'T dining facility/mess minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**DISTANCE.** As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. **Practical.** Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

**DUTY STATIONS.** For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION.** The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT.** The date an employee or new appointee reports for duty at a new or first PDS.

**EFFECTIVE DATE OF SEPARATION.** The date an employee is separated from Federal service.

**EMERGENCY TRAVEL.** See **TRAVEL, EMERGENCY.**

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT.** An escort:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee between authorized locations, when:
  - a. Employee travel is authorized by competent authority, and
  - b. The employee is incapable of traveling alone, and
2. May be appointed by the employee's AO.

**EXPEDITED TRANSPORTATION MODE.** A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

**EXTENDED STORAGE.** See **NON-TEMPORARY STORAGE.**

**FAMILY.** See **DEPENDENT.**

**FEDERAL TRAVEL REGULATION.** Regulation contained in 41 Code of Federal Regulations (CFR), Chs 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at GOV'T expense.

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

1. The individual is subsisted in a GOV'T dining facility/mess or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises, or ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate.).***

2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.***

**FIRST-CLASS.** The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**FOREIGN SERVICE OF THE UNITED STATES.** The Foreign Service as constituted under the Foreign Service Act of 1980.

**FORMER CANAL ZONE AREA.** Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

**FUND-APPROVING OFFICIAL.** One who provides the accounting data for authorized/approved travel authorizations or amendments.

**GEOGRAPHICAL LOCALITY.** The contiguous political area of a single country or a related island group in the same region.

***NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession, are separate geographical localities.***

***NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.***

**GOVERNMENT.** The GOV'T of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A miscellaneous reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT-CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

**GOVERNMENT-CONTROLLED QUARTERS.** QTRS (other than GOV'T or privatized QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

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

**GOVERNMENT DINING FACILITY/GOVERNMENT MESS.** A generic term used in lieu of GOV'T dining facility/mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See APP O, par. T4040-A2b for information on "GOV'T dining facility/mess available.") by an employee includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

***NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.***

**GOVERNMENT-FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

**GOVERNMENT-FURNISHED VEHICLE.** A GOV'T-furnished automobile or a GOV'T aircraft.

#### **GOVERNMENT MEAL RATE**

The daily rate (discount or standard) provided for meals in a GOV'T dining facility.

***Effective 1 January 2009.***

1. Discount GOV'T Meal Rate: \$9.25 per day
2. Standard GOV'T Meal Rate: \$10.80 per day

***NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.***

**GOVERNMENT MESS.** See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

**GOVERNMENT-PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

**GOVERNMENT QUARTERS.**

***NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.***

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

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

B. **Adequacy Standards.** Adequacy standards for DOD Services are prescribed by the Office, SECDEF in [DOD 4165.63-M, DOD Housing Management](#) (see <http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf>), and implemented by appropriate DOD component regulations.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD.**

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE.**

**GOVERNMENT TRANSPORTATION REQUEST (GTR)** (Standard Form 1169). An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. See **TRANSPORTATION REQUEST.**

***NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.***

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

**GROUP MOVEMENT.** A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

**HIGHEST CONUS M&IE RATE**

\$51 Effective for travel by car ferry *on or after 1 January 2005*

\$64 Effective for travel by car ferry *on or after 1 October 2005*

**HOUSEHOLD GOODS (HHG)** (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date (See APP A) of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier.

***NOTE:*** See par. C5154-E for an article involving a weight additive.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare parts for a POV (see APP A) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and
7. Boats (other than those in A6 above); and

8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See [DOD 4500.9-R, DTR, Part IV](#), for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - b. No storage is required, and
  - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See *TRANSPORTATION, HHG*.

**HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

**HOUSE-HUNTING TRIP (HHT).** Round trip travel between the old and new PDSs to seek a permanent residence.

**IMMEDIATE FAMILY.** See **DEPENDENT/IMMEDIATE FAMILY**.

**INDIVIDUALLY BILLED ACCOUNT (IBA).** GOV'T-sponsored contractor-issued Individually Billed travel charge card Account" (GTCC). ***NOTE: Does not apply to any other form of personal credit card.***

**INTERVIEWEE.** An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INVITATIONAL TRAVEL.** See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**LOCALITY RATES.** Maximum per diem rates prescribed for specific localities.

**LODGINGS-PLUS PER DIEM SYSTEM.** The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

**MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.** A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

**MISSING STATUS.** The absence status of an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence ([51 Comp. Gen. 806 \(1972\)](#)), and a boat a member uses as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-FOREIGN OCONUS AREA.** The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**OCONUS**

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**OFFICIAL STATION.** See PDS.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See AO.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE.** The per diem allowance (**also referred to as subsistence allowance**) is a daily payment instead of actual expense reimbursement for the actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other Miscellaneous Reimbursable Expenses. The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and applicable service charges, for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, **and in foreign OCONUS areas only lodging taxes** (see NOTE 2 below). **NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.**

**NOTE 1:** *Per diem does not include transportation and other miscellaneous travel expenses.*

**NOTE 2:** *The maximum amount allowed for lodging (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include a lodging tax amount. Lodging tax in CONUS and in a non-foreign OCONUS area is a separate miscellaneous reimbursable expense. The maximum amount allowed for lodging in a foreign OCONUS area includes a lodging tax amount. Lodging tax in a foreign OCONUS area is not a separate miscellaneous reimbursable expense.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain**

*suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.;*

- c. Clothing laundry, dry-cleaning, and/or pressing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
- f. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and
- g. Tax and service charges on any of the expenses in items 2 through 3f.

**NOTE 3:** *The cost for clothing laundry, dry cleaning and pressing is a separate miscellaneous reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for clothing laundry, dry cleaning and pressing is not a separate miscellaneous reimbursable travel expense for travel OCONUS and is included as an IE within the per diem/AEA authorized/ approved for travel OCONUS.*

**PER DIEM, REDUCED.** See **REDUCED PER DIEM.**

**PER DIEM TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.** The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

*The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive orders, and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC 411 and 1001; DOD Directive 5154.29, 9 March 1993).*

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

**PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

- 1. The corporate limits of the city or town in which stationed, or;

2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or
2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

***NOTE:*** *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

**PERMANENT DUTY TRAVEL (PDT).** First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. See Ch 5, Part A.

**PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

***NOTE:*** *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY.** (*Also see PDS.*) An OCONUS PDS.

**PREMIUM-CLASS.** Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS.**

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC).** (See **TRANSPORTATION.**) Any transportation mode used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. **NOTE: A common carrier, or a conveyance owned by the GOV'T, is not a POC.**

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).** Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (*see NOTE 3 below*).

**NOTE 1:** *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

**NOTE 2:** *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

**NOTE 3:**

a. **CONUS.** *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.*

b. **OCONUS.** *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization/order.*

**PRIVATIZED HOUSING.** Housing units on or near a military INSTALLATION in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. *Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.*

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

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (see DODD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

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

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

1. Reference material,
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

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

**PROPORTIONAL MEAL RATE.** The average of the standard [GOV'T meal rate](http://www.defensetravel.dod.mil/perdiem/faggovmeals.html) (<http://www.defensetravel.dod.mil/perdiem/faggovmeals.html>) and the meals portion of the applicable [M&IE rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), rounded up to nearest dollar.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RENEWAL AGREEMENT TRAVEL (RAT).** See **PERMANENT DUTY TRAVEL**. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Ch 5, Part K, for eligibility and limitations.

**RESERVE COMPONENT.** The:

- A. Army National Guard of the U.S.;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the U.S.;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** QTRS that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,
- C. Director, Administration & Management for:
  1. Office of the Secretary of Defense,
  2. Washington Headquarters Services,
  3. Organization of the Joint Chiefs of Staff,
  4. Uniformed Services University of the Health Sciences,
  5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

**SECRETARY CONCERNED.** As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SEPARATE DEPARTMENT.** See **DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.**

**SEPARATION TRAVEL.** See **PERMANENT DUTY TRAVEL.**

**SERVICES.** See **UNIFORMED SERVICES.**

**SHORT DISTANCE MOVE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**STANDARD CONUS PER DIEM RATE**

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) . See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE.** The daily rate paid for meals in a GOV'T dining facility/mess including the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**STORAGE IN TRANSIT (SIT).** Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. C5190. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES.** See **PER DIEM ALLOWANCE.**

**TEACHER.** A civilian who is a citizen of the U.S. and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DOD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**\*TEMPORARY DUTY (TDY).** Duty at one or more locations, away from the PDS, under a travel authorization/order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS. There are four types of TDY travel with different allowances:

1. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
3. Deployment, Personnel Traveling Together Under an Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.
4. Special Circumstances Travel. Those categories of travel found in JTR, Ch 7.

**TEMPORARY DUTY (TDY) LOCATION.** See **TEMPORARY DUTY STATION.**

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT.**

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

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

C. American Samoa

- D. Baker Island
- E. Guam
- F. Howland Island
- G. Jarvis Island
- H. Johnston Atoll
- I. Kingman Reef
- J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

**TERRITORY OF THE UNITED STATES.** (See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**) An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

**TRANSOCEANIC TRAVEL.** Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

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

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

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1: The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is IAW Service regulations.***

***NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's financial responsibility.***

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority to the use of QTRS facilities, allowances, and certain transportation and miscellaneous reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

**TRAVEL AUTHORIZATION.** (*Also referred to as a travel order.*) A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.

B. Limited Open. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.

C. Repeat. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.

D. Trip-by-trip. A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

**NOTE:** *Unlimited Open, Limited Open, and Repeat Travel Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.*

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY.** Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

**TRAVEL, INVITATIONAL.** Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a

capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

**TRAVEL MANAGEMENT CENTER (TMC).** See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC)** and **TRAVEL MANAGEMENT SYSTEM (TMS)**.

**TRAVEL MANAGEMENT SYSTEM (TMS).** (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel solely ICW business of the DOD or the GOV'T.

***NOTE 1:** Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2:** Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

**TRAVEL REQUEST.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DOD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:** A travel request is subject to approval/disapproval by a travel-approving/directing official.*

**TRAVEL STATUS.** The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route awaiting transportation connections and delays en route beyond the traveler's control.

**\*TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official travel authorization/order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED**.

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**UPON SEPARATION FROM FEDERAL SERVICE.** *All dates following the date an employee is separated from Federal Service.*

**U.S.-CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

**U.S. FLAG AIR CARRIER.** *See U.S.-CERTIFICATED AIR CARRIER.*

**U.S. INSTALLATION.** A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a GOV'T dining facility/mess, and
- C. At which there are U.S. GOV'T operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the INSTALLATION.*

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

## APPENDIX A

### PART II: ACRONYMS

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

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

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

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

---

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

## APPENDIX I

### PART I: DELEGATION OF AUTHORITY

***NOTE:*** Only the officials listed in par. C2204-B may authorize/approve premium-class air accommodations.

A. Who May Issue a Travel Authorization/Order ([FTR §301-71.104](#))

1. General

- a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel authorization/order. That authority may be re-delegated, as shown in the following tables.
- b. Within a DOD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel authorization/order is as delegated by the Component Head.
- c. One AO may ask another AO to issue an authorization/order. The requesting AO must provide the required information and accounting data.
- d. Specific travel authorization/order-issuing conditions are indicated in the following tables.
- e. Permitted delegations and re-delegations of travel authorization/order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating a travel authorization/order.
- f. See Ch 4, Part M for AEA information.

2. Army Delegation of Authority

<b>DEPARTMENT OF THE ARMY</b>			
<b>“X” indicates travel authorization/order issuance delegation</b>			
<b>Authorizing and Approving Official</b>	<b>TDY Travel 1/</b>	<b>PDT 5/</b>	<b>Invitational Travel 1/, 6/</b>
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command and a Regional Commander	X 2/, 4/	X	X
Commander or Head of an Installation, Activity, and Field Operating Agency	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, “Official Temporary Duty Travel Outside Continental United States.”

2/ This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel authorization/order issuance for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of a travel authorization/order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a blanket TDY travel authorization issuance. ***NOTE: A blanket travel authorization/order is not used in DTS.***

5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel authorization/order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT authorization/order. The gaining activity is responsible for travel authorization/order issuance but may request the losing activity to issue the travel authorization/order.

3. Navy Delegation of Authority

<b>DEPARTMENT OF THE NAVY</b>				
<b>“X” indicates travel authorization/order issuance delegation</b>				
<b>Authorizing and Approving Official</b>	<b>TDY Travel 5/</b>	<b>PDT 3/</b>		<b>Invitational Travel 1/, 2/</b>
	<b>Trip And Blanket 1/, 2/, 4/</b>	<b>OCONUS Involving Employment Agreements</b>	<b>Other Including First Duty Station Travel Within CONUS</b>	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel authorization/order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an authorization/order "by direction." Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT authorization/order may not re-delegate this authority. In the absence of the designated official, an official "acting" is authorized to sign the service agreement or travel authorization/order as "acting."

4/ Prior approval of the Echelon I Command is required for any TDY assignment of more than 12 months.

4. Air Force Delegation of Authority

<b>DEPARTMENT OF THE AIR FORCE</b>			
<b>“X” indicates travel authorization/order issuance delegation</b>			
<b>Authorizing and Approving Official</b>	<b>TDY Travel 1/9/</b>	<b>PDT</b>	<b>Invitational Travel 9/</b>
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U.S. Air Force	X 4/	X 6/	X
Commander, Major Air Command/FOA/DRU	X 5/	X 6/	X
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of the respective State	X 8/	X 8/	X

- 1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.
- 2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.
- 3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***NOTE: A blanket travel authorization is not used in DTS.***
- 4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***NOTE: A blanket travel authorization/order is not used in DTS.***
- 5/ Prior authorization by the major command concerned is required to issue a blanket TDY travel authorization/order. However, authority may be re-delegated to lower echelons if desired. Authorization may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***NOTE: A blanket travel authorization/order is not used in DTS.***
- 6/ Responsibility for PCS travel authorization/order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.
- 7/ When delegated by the responsible major air command.
- 8/ Authority for travel authorization/order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.
- 9/ An official authorized to issue a TDY travel authorization/order and/or an ITA may delegate in writing to a subordinate official the authority to sign such authorization/order “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

**PAGE LEFT BLANK INTENTIONALLY**

---

## PART II: GENERAL CONDITIONS

### A. Authorization/Order in Writing ([FTR §301-71.107](#))

1. Policy. A travel authorization/order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at GOV'T expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes ([FTR §301-71.100](#)). The purposes of a travel authorization/order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel authorization/order must not be issued for reporting to the first PDS for duty except as in Ch 4, or for a pre-employment interview/examination except as in Ch 7, Part D.

### 4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel authorization/order.

b. A travel authorization/order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel authorization/order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

### 5. Sea Trial Travel Authorization/Order

a. Instead of an individual travel authorization/order, a travel authorization/order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship.

b. The written travel authorization/order must show:

- (1) The per diem authorization,
- (2) the per diem rate,
- (3) duty dates,
- (4) accounting data, and
- (5) the names of the employees assigned to the particular sea trial trip.

- c. A copy of the travel authorization/order must be given to each employee concerned.

B. Confirmatory Travel Authorization/Order

1. If official travel begins or is performed before a written travel authorization/order is issued, the travel must be pursuant to proper oral, letter, or message authority.
2. A confirmatory travel authorization/order must:
  - a. Be issued as promptly as possible.
  - b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
  - c. Be initiated by the official who directed the travel.

C. Blanket Travel Authorization/Order. A blanket TDY travel authorization/order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel authorization/order,

1. Is limited to use within a stated geographical area, and
2. Is limited to a time period within a fiscal year, and
3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. Can only authorize economy-class travel. *If travel in premium-class accommodations becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. **NOTE: A blanket travel authorization/order is not used in DTS.**

D. Travel Authorization/Order Amendment

1. Policy. An issued travel authorization/order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:
  - a. Recognize an essential aspect of travel not known in advance,
  - b. Change the period or place of TDY assignment,
  - c. Include omitted pertinent information,
  - d. Change allowances for unperformed travel or duty, and/or
  - e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

2. Authorization, Approval and Retroactive Modification

- a. Allowances may be:
  - (1) Authorized only in advance of travel in some instances and/or
  - (2) Approved after travel is completed
- b. See APP A for definitions of “authorize” and “approve”.

- c. Approval after the fact, when permitted, does *NOT* constitute 'retroactive modification' of a travel authorization/order to create, change, or deny an allowance.
- d. Except to correct/complete a travel authorization/order to show the original intent, a travel authorization/order must not be revoked/modified retroactively to create or deny an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel authorization/order to 'un-authorize' POC travel after travel had been completed that the travel authorization/order had clearly permitted POC use.*)
- e. See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

- a. The amendment effective date is the issuance date unless a later date is specified.
- b. The amendment may indicate retroactive effect under the conditions in par. D1.
- c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.
- d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Authorization/Order

- a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel authorization/order by number, and stating the pertinent changes, additions or deletions, and effective date(s).
- b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel authorization/order. Before issuing a travel authorization/order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel authorization/order (see APP I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Authorization/Order

\*1. An authorization/order may:

- \*a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel authorization/order (GSBCA 15647-RELO, 20 September 2001); and
- b. Be rescinded when it applies to unperformed authorized travel.

\*2. Incurred expenses/services, initiated by the employee based on an anticipated travel authorization/order, are not reimbursable. See JTR, par. C1050 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Authorization/Order. Strict administrative control must be maintained over travel authorization/order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel authorization/order and cite it as reference in related documents and records when necessary. Authorization/order identification must be as prescribed in Service regulations.

G. Authorization (Authentication) of a Travel Authorization/Order (FTR §301-71.3). A travel authorization/order is “authorized” or “authenticated” by affixing the AO’s seal or signature. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel authorization/order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Government-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
7. Immunization, passport, visa, and green cards. See APP G.; and
8. Administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

I. Unused Travel Authorization/Order. An unused travel authorization/order must be returned promptly to the AO with an appropriate explanation. That official must have the travel authorization/order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on Travel Authorizations. A travel authorization that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel authorization/order to expedite processing at rental location).

**APPENDIX L**  
**RESERVED**

**PAGE LEFT BLANK INTENTIONALLY**

## APPENDIX O

## TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>T4000</b>	<b>INTRODUCTION</b>
<b>T4005</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS</b>
<b>T4010</b>	<b>REIMBURSEMENT RATE</b>
<b>T4020</b>	<b>TDY TRAVEL POLICY</b>
	A. Criteria for TDY Travel
	B. Traveler Rights and Responsibilities
<b>T4025</b>	<b>ARRANGING OFFICIAL TRAVEL</b>
	A. CTO Use
	B. Requirements
	C. Foreign Ship or Aircraft Transportation
	D. Transportation Reimbursement
<b>T4030</b>	<b>GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)</b>
	A. Transportation Mode
	B. Commercial Transportation
	C. Special Conveyances (Includes Aircraft) Reimbursement
	D. GOV'T Transportation
	E. POC
	F. Rest Stops
	G. Insurance Coverage in Foreign Areas
	H. Allowable Travel Days
	I. Authorized Trips Home during Extended Business or Training TDY
	J. Voluntary Return Home during Intervening Weekend/Holidays
	K. Constructed Cost
	L. Travel to/from Transportation Terminals
<b>T4040</b>	<b>LIVING EXPENSES (PER DIEM)</b>
	A. Lodging Overnight Required - Business Travel Standards
	B. Lodging Overnight Required - Schoolhouse Training Standards
	C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships
	D. Lodging Overnight Not Required
	E. Miscellaneous Reimbursable Expenses
	F. Reimbursement for Travel Expenses at the TDY Location
<b>T4045</b>	<b>TRAVEL ALLOWANCES FOR AN RC MEMBER (<a href="#">48 Comp. Gen. 301 (1968)</a>)</b>
	A. General
	B. Inactive Duty Training
	C. Travel for AT
	D. Per Diem Not Payable
	E. Per Diem
	F. Funeral Honors Duty
	G. Inactive Duty Training Outside Normal Commuting Distance
	H. Summary of Allowances for an RC Member

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>T4050</b>	<b>TAKING A TYPICAL BUSINESS TRIP</b> A. Before the Trip B. During the Trip C. After the Traveler Returns
<b>T4060</b>	<b>AO'S RESPONSIBILITIES</b> A. General B. What's Allowable and Not Allowable
<b>T4070</b>	<b>TDY GLOSSARY</b>

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*\*This APP contains a summary of travel and transportation allowances for business, training and deployment TDY. This APP does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.*

#### T4000 INTRODUCTION

\*This APP is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and other non-DOD GOV'T employee who is working for DOD and is paid travel allowances funded by DOD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed. This APP does not contain provisions for travel of:

1. Senior ROTC,
2. RC member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready RC member authorized muster duty allowance,
5. A Midshipman and cadet,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying a member of Congress and/or Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed

that are in JFTR/JTR, Ch 7. Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chs 4. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD GOV'T employee who is working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions are in APP A.

***NOTE 1:*** See JFTR/JTR, APP E for Invitational Travel Authorizations.

***\*NOTE 2:*** This APP is not used for evacuations. See JFTR/JTR, Ch 6.

**T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

**T4010 REIMBURSEMENT RATE**

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. [Per diem rates \(http://www.defensetravel.dod.mil/perdiem/pdrates.html\)](http://www.defensetravel.dod.mil/perdiem/pdrates.html) by location showing the lodging, meals and incidental expense components are provided under separate issuance by the PDTATAC. These rates also are available from the CTO.

**T4020 TDY TRAVEL POLICY**

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler is to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds. See JFTR, par. U2010 and JTR, par. C1058.

\*2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

\*3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

\*a. Who does not use a CTO or the GTCC to purchase transportation must forward the ticket coupon, and/or the receipt for the excess accompanied baggage costs, with the Trip Record for reimbursement,

\*b. Must use coach-class for all official travel, unless premium-class accommodations are authorized/approved prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.

(1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or

\*2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR, pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*

\*c. Must *not* use foreign flag transportation even if U.S.-certificated air flag carrier fares are higher,

- d. Who use premium-class or a foreign flag transportation presumably at GOV'T expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and
- \*e. Should as soon as possible after personally making arrangements get the Trip Record updated, and arrangements confirmed, and/or get alternate arrangements.
5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.
6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." *The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
7. A traveler should turn in the Trip Record expense report portion and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Ch 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at GOV'T expense on the funds of an agency (See definition in APP A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
- b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.
- c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.
10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DOD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DOD Component/Service regulations for CTO use information.
3. Failure to Follow Regulations
  - a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. T4005.

b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

#### B. Requirements

1. When making travel arrangements, the traveler should use the following:

- a. Services available under a TMS (see APP A), or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

#### D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

***NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.***

### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

\*B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, **NOTE 1** and JFTR, par. U4326, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the DTMO rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

\*3. Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized/approved in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Ch 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

\*When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

**NOTE:**

***1. Travelers are not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***

***2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

3. *Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.*

#### D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

\*2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Only use GOV'T transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

\*E. POC. When the AO authorizes/approves a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) but the amount is limited to the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/ approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020, or JTR, par. C1065.

\*F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

\*G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for additional insurance coverage in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

\*H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized/approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see APP A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

#### T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related miscellaneous reimbursable expenses (see APP G) if the AO authorizes/approves them as appropriate to the mission.

##### A. Lodging Overnight Required - Business Travel Standards

###### 1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including tax) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTOs/TMCs) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed*

facility). *The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.*

***NOTE:*** *The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). See par. U1045-C.*

c. Civilian Employee

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

(2) The head of a DOD Component (see APP A) concerned may authorize zero per diem or a [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DOD Components headquarters, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the authorization/order was issued), a travel authorization/order, modified after the fact, prescribing a [different per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) is without effect and the locality [per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. See ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

\*d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296) if AEA for meals is not authorized. These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or the Secretary Concerned and for *only a uniformed member* (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and tax. The traveler is to keep all lodging receipts.

***NOTE 1:*** *The maximum amount allowed for [lodging](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in the U.S. and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense (See APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

***NOTE 2:*** *The maximum amount allowed for [lodging](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in foreign countries includes a lodging tax amount. Lodging tax in foreign countries is not a separate miscellaneous reimbursable expense.*

**\*NOTE 3:** *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.* See [GSBCA 16836-RELO, 5 June 2006](#). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

**NOTE 1:** *If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply.* See [GSBCA 14398-TRAV, 24 Feb 1998](#).

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

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

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Ch 4, Part C or JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.*

***NOTE:*** *A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See [GSBCA 16699-TRAV, 17 August 2005](#).*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

\*b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

***NOTE:*** In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates. ***NOTE:*** If all three meals are provided, only the incidental expenses for that day are payable.

d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167 and JTR, par. C4554-B.

\*e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount. The maximum reimbursement for IE is \$3.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location involved.

3. Incidental Expenses (IE). The traveler is paid an incidental expenses allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***NOTE 1:*** Applicable to a civilian employee:

***a.*** The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

***b.*** The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

***NOTE 2:*** Applicable to a uniformed member:

***a.*** The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

***b.*** The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. See par. T4040-A1c.***

\*2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

\*3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

\*C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

\*3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty.

Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

\*4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

\*c. Civilian Employee Only. In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html> for the TDY locality concerned.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html> for the TDY locality concerned.

\*5. Contingency Operation Flat Rate Per Diem (uniformed member only). See par. U4105-I.

\*6.

<b>JOINT TASK FORCE OPERATIONS TDY OPTIONS</b>			
<b>TABLE 1</b>			
<b>DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS</b>			
<b><u>Subsist Ashore</u></b>			
<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess ( <b>In AOR only</b> )	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
<b><u>Subsist Aboard U.S. GOV'T Ship 3/</u></b>			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for authorization/order type and payment guidelines.

**NOTE:** For BAS see DODFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
- c. See. JFTR, par. U3320 and JTR, par. C2192 for travel to/from a transportation terminal.
- d. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
- g. Commercial transportation expense reimbursement is authorized/ approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- i. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

\*2. **Meals.** With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **See JFTR, par. U4510 for occasional meals authority.**

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. Miscellaneous Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort
3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
- \*4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

#### **T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER ([48 Comp. Gen. 301 \(1968\)](#))**

A. General. Par. T4045 applies to an RC member on active/inactive duty under an authorization/ order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) a year. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

\*1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Select Reserve member of the Ready Reserve, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and meals are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. An RC member who commutes daily or the AO determines can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When An RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

***Effective for travel that occurs 20 March 2008 through and including 31 December 2010***

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Selected Reserve member of the Ready Reserve for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Selected Reserve member of the Ready Reserve (***and not just any*** RC member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of \$300 for each round trip***.

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. Lodging and Meals. The actual cost of the member's lodging (including tax (see **NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) for the area concerned.

**NOTE:**

1. The maximum allowed for CONUS or non-foreign OCONUS area lodging (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) does not include a lodging tax amount. Lodging tax in CONUS or a non-foreign OCONUS area is a separate miscellaneous reimbursable expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum allowed for foreign OCONUS area lodging (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) includes a lodging tax amount. Lodging tax in a foreign OCONUS area is not a separate miscellaneous reimbursable expense.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

<b>ACTIVE DUTY WITH PAY 1/</b>		
<b>TABLE 1</b>		
<b>Situation 2/</b>	<b>Transportation 3/4/</b>	<b>Per Diem</b>
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS 6/ & dining facility/mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

<b>*ACTIVE DUTY WITHOUT PAY</b>		
<b>TABLE 2</b>		
<b>Situation 2/</b>	<b>Transportation 3/4/</b>	<b>Per Diem</b>
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	*Not authorized except occasional meals and/or QTRS may be authorized/approved (see par. T4040-C) for travel days only 8/.

**FOOTNOTES FOR TABLES 1 AND 2**

1/ Applies to An RC member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/</b>		
<b>TABLE 3</b>		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
<b>Situation</b>	<b>Transportation</b>	<b>Per Diem</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

**FOOTNOTES FOR TABLE 3**

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ See par. T4045-G for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP****A. Before the Trip**

1. Getting a Cost Estimate. Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

\*2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. The Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

#### C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. EFT is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:

(a) Direct electronic transfer to the GTCC company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the GTCC company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:

a. *Must safeguard tickets, if issued, carefully at all times;*

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

c. Is financially responsible to purchase a replacement ticket;

- d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen ticket;
- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and
- f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

## T4060 AO'S RESPONSIBILITIES

A. General. AOs have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, APP H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

## B. What's Allowable and Not Allowable

### 1. Transportation

- a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.
- b. Options on city-pair flight use. See APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Ch 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

### ***NOTE:***

1. ***If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.***

2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
3. *The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
4. *When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.*
5. *When scheduling flights of 14 or more hours, the first choice is always to fly the traveler in economy/coach class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option that should be avoided whenever possible, is to permit the traveler to travel in GOV'T-funded business accommodations with arrival on the day the TDY starts. There is always the option of taking no action at all to provide a rest stop or upgrade.*

*\*NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.*

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). See JFTR, par. U3125-C and JTR, par. C2204-B. *U.S.-certificated carriers are not "available" if:*
  - a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
  - b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
  - c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
  - d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
  - e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
  - f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
  - g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); *NOTE: See the Security Assistance Management Manual, Ch 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.*

**NOTE 1:** *The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from [GSBCA 16632-RELO, 15 July 2005](#)).*

**NOTE 2:** *When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.*

\*4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel. See JFTR/JTR, APP P, Part II, par. E.** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

#### 5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate ([GSBCA 14554-TRAV, 18 August 1998](#)).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

\*11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR and JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

\*16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Ch 7, Part J, for specifics.

\*17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

\*18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For an RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

\*23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

## T4070 TDY GLOSSARY

\***Authorize.** The giving of permission before an act.

\***Approve.** The ratification or confirmation of an act already done.

**Group movement.** A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

**Must, Shall, Should, May, Can, Will.** The following definitions from DOD 5025.1-M apply:

<b>HELPING VERB</b>	<b>DEGREE OF RESTRICTION</b>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

**PAGE LEFT BLANK INTENTIONALLY**