

JOINT TRAVEL REGULATIONS, VOLUME 2 (JTR)**Change 529 — 1 November 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 November 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: 51-09(E); 56-09(E); 57-09(E); 60-09(E); and 68-09(I) through 72-09(I).

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

C1002-B3; C5191-D3. Changes T&T Branch to Regulatory Team.

C1007; C2198-D; C4360-E2b(1)(a); C4550-F; C4554-A1a; C4555-G; C4556-1; C4565-D1; C4566 Table (2); C4567-C; C4622-B1 & C3; C4626-Example 3; C4677-B1 Examples 1, 2, & 3; C4678-B5a; C5060-I; C5065-B; C5125-B; C5360-A1; C5372-A2; C 5392-E; C5530-B; C6200-Q&A 4; C6200-Basic Rules for Determining SEA Payments; APP R2-J1 & J2. Updates FY10 Standard CONUS Per Diem Rate Calculations.

C1008; APP O, T4000. Modifies language reflecting changes to DTS capability enabling specialty travel type processing.

C5060-E3. Announces the Standard CONUS Per Diem Rate for Fiscal Year 2010.

C5175-A1. Clarifies when HHG are re-weighed, and the result is inconsistent with the first weigh, the employee is charged based upon the lesser weight.

C5216-C3g. Updates MALT rates in par. C5216-C6.

C5380; C5384; C5390. Clarifies that temporary quarters must be occupied to receive a TQSE(F) payment.

C7700-A, D; C7750-A, B, C, D. Updates R&R, SR&R, COT, FEML, and personal emergencies reflecting the newly issued DoDI 1327.06.

APP A2. Adds DoDFMR (Department of Defense Financial Management Regulation) to list of acronyms.

APP G. Changes GTCC exemption reference from OSD Comptroller Memo to DoDFMR, Vol. 9, Ch 3 where it has been incorporated.

APP Q. Changes tour lengths for DoD civilian employees assigned to Korea.

C1007; C2198-D; C4360-E2b(1)(a); C4550-F; C4554-A1a; C4555-G; C4556-1; C4565-D1; C4566 Table (2); C4567-C; C4622-B1 & C3; C4626-Example 3; C4677-B1 Examples 1, 2, & 3; C4678-B5a; C5060-I; C5065-B; C5125-B; C5360-A1; C5371-A2; C 5392-E; C5530-B; C6200-Q&A 4; C6200-Basic Rules for Determining SEA Payments; APP R2-J1 & J2. Updates FY10 Standard CONUS Per Diem Rate Calculations.

JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 529

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

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Ch 7	Part H	523	523	523	523	523	523	523					
Ch 7	Part I	520	520	520	520	520	520	520					
Ch 7	Part J	524	524	524	524	524	524	520					
Ch 7	Part K	525	525	525	525	525	520	520					
Ch 7	Part L	520	520	520	520	520	520	520					
Ch 7	Part M	526	526	526	526	517	517	517					
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APP H	Part 4C	520	520	520	520	520	520	520					
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APP H	Part 4E	520	520	520	520	520	520	520					
APP H	Part 4F	520	520	520	520	520	520	520					
Appendix I	TOC	512	512	512	512	512	512	512					
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Appendix V													

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 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 in which the FTR authorizes a discretionary travel and transportation allowance, and 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. See par. C4554-B for an exception. *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. The written material should be forwarded as a Word document, via the Service/ AGENCY CAP representative found in the Introduction Feedback Reporting section to:

1. Email address: pdtatac@dtmo.pentagon.mil; or
2. Fax: (703) 696-7890; or
3. Mail to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Regulatory Team
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 the DoD Civilian Personnel Manual DoD 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. For HSTA policy, payment and procedural guidance see the [DSSR, Section 250](#) at http://aoprals.state.gov/content.asp?content_id=248&menu_id=81.

B. Transfer. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Ch 5, Part G, but *not* the FTA allowance in par. C1004-C1 below ([DSSR, Section 242.6](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81) at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81). An employee transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part H1, but *not* the HSTA in par. C1004-C3b below ([DSSR, Section 252.6](http://aoprals.state.gov/content.asp?content_id=248&menu_id=81) at http://aoprals.state.gov/content.asp?content_id=248&menu_id=81). A transferring employee is eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. 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 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 authorized 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 \$76.50 to \$76 as shown in par. C4626, Example 3.

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

NOTE: A conference lodging allowance is a pre-determined allowance of up to 125% 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 at which DTS has been fielded, TDY vouchers are paid using DTS. The Services/Agencies must require the CTO/TMC to arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible along usually-travelled routes.

*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, and certain travel under special circumstances. It does not cover PCS (Ch 5), or evacuation (Ch 6).

****TDY performed as part of a PCS move (i.e., TDY en route) is not paid through DTS.***

C. AO 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 expenses incurred ICW that mission and IAW this Regulation. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC 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. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. 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's best interest, and approves authorized expenses reimbursement. 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. Contract fare travel must never be used for personal travel (APP P, Part II, par. E). The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange 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, par. C4563-C applies. The AO is not to permit a TDY trip that is an excuse for personal travel.

D. Traveler Rights and Responsibilities

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

2. A traveler should promptly update the trip record, and confirm/modify arrangements, when communication with the CTO/TMC was not possible.

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 helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

E. A Typical Business Trip

1. Before the Trip

a. Cost Estimate. A traveler should obtain an estimate from the CTO/TMC, or DTS Reservation Module, for the trip. It is the key to several travel and trip funding decisions. It informs the traveler and the AO in advance of the standard and actual arrangements, associated costs, and the allowance maximums. It includes costing for transportation to and from the TDY location, lodging (including tax), and rental car (if authorized). The estimate also reflects 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/TMC 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 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/TMC 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/TMC does not provide this service.

e. Paying for Arranged Services and Obtaining Cash to Pay Expenses while Traveling. The CTO/TMC typically charges reservations to an IBA or unit GTCC. Airline or rail tickets may also be charged to a GTCC CBA. While on the trip, the traveler should charge 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/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record. The traveler is reimbursed AO approved Trip Record changes.

b. Receipts. The traveler must produce receipts for lodging and individual official travel expenses of \$75 or more.

3. After the Traveler Returns

a. Completing the Expense Report. A traveler should complete and submit the Trip Record expense report portion within 5 working days after returning from the trip. The receipts (lodging and individual expenses of \$75 or more) must be attached to the expense report. EFT is the preferred method of reimbursement, permitting the traveler to select:

(1) Direct electronic transfer to the GTCC vendor of official expenses charged to the IBA, avoiding the need to write a check, with the remainder transferred to the traveler's personal bank account, or

(2) An electronic transfer of the full amount to the traveler's personal bank account.

b. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.

c. Submitting 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/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/Stolen/Unused Paper 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.

SECTION 4: POC USE FOR TDY TRAVEL

C2182 TDY MILEAGE ALLOWANCES FOR POC USE

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

C2184 POC USE FACTORS

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

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

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

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

2. Constructed Cost. See par. C2156.

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

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

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

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

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

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

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

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

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

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

a. Reimbursement Not Authorized. When an official traveler is authorized transportation in a GOV'T-furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the GOV'T-furnished automobile made the trip without the official traveler ([21 Comp. Gen. 116 \(1941\)](#)).

b. Partial Reimbursement. If under the circumstances in par. C2184-D4a, the GOV'T-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the partial rate in par. C2500-A for POC use instead of a GOV'T furnished vehicle ([62 Comp. Gen. 321 \(1983\)](#)).

c. Reimbursement at POC Rate. If the GOV'T-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a GOV'T-furnished vehicle when use of the GOV'T-furnished vehicle is to the GOV'T's advantage.

C2188 OTHER ALLOWABLE COSTS

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

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

C2190 TRAVELING TOGETHER

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

C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

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

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

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

for the most direct route.

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

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

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

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

D. Other Official Travelers Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.
3. ***Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.***

C2193 POC TRAVEL INVOLVING A CAR FERRY

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

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.
2. TDY Mileage. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location. See par. C2505.
3. More Than One Car Ferry. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries.

C. Ferry Fees. The employee is authorized:

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

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

C2194 PER DIEM FOR POC TRAVEL

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

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

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

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

C2196 TRAVEL TIME

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

C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C2194.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the [Personnel Claims Act \(31 USC §3721\)](#).
4. See par. C2188 for other allowable costs.

B. Not to the GOV'T's Advantage

1. Limitation

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

2. TDY Mileage and Per Diem Computation

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

3. Constructed Transportation Cost and Per Diem Computation

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

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

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

4. Comparison

- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

- a. Passengers are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.
- c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

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

*D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current TDY mileage rate; and par. C2505 prescribes the current MALT rate.

***EXAMPLE 1**

TDY Per Diem and POC TDY Mileage Computation

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

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is \$116 (\$70/ \$46) and the actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

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

The traveler is paid \$392.27 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

ITINERARY

<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>Distance</u>
1 Jun	Residence	1st Stopover	\$122 (\$76/ \$46)	\$35	400
2 Jun	En Route	2nd Stopover	\$119 (\$73/ \$46)	\$39	300
3 Jun	En Route	TDY Station	\$116 (\$70/ \$46)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$117 (\$71/ \$46)	\$80	400
5 Jun	En Route	4th Stopover	\$127 (\$81/ \$46)	\$70	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST

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

Day 1	\$35 (1 st stopover lodging cost) + (75% x \$46) =	\$69.50
Day 2	\$39 + \$46 (2 nd stopover lodging cost and MI&E rate) =	\$85.00
Day 3	\$40 + \$46 (Arrive TDY location) =	\$86.00

Per Diem for Travel from Location A (residence) to Location B (TDY) - \$240.50

Day 4	\$71 (Depart TDY location. 3rd stopover lodging cost NTE \$71) + \$46 =	\$117.00
Day 5	\$70 (4th stopover M&IE rate and lodging cost) + \$46 =	\$116.00
Day 6	\$46 x 75% (use 4th stopover MI&E rate) =	\$34.50

Per Diem for Travel from Location B (TDY) to Location A (residence) - \$267.50

Transportation Costs	Round-trip TDY mileage – 1,500 miles x \$0.55/mile =	\$825.00
	Round-trip tolls	\$12.00

Actual POC Travel Cost Total

\$1,345.00

COMMON CARRIER CONSTRUCTED COST

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

Day 1	\$40 (lodging cost) + (75% x \$46) =	\$74.50
Day 2	75% x \$46	\$34.50
Transportation Costs	1 round-trip air coach ticket (including GOV'T-paid tax)	\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)	\$40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$80.00

Constructed Common Carrier Travel Cost Total

\$392.27

***EXAMPLE 2**

TDY Per Diem and POC TDY Mileage Computation

A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the traveler to travel by common carrier; however, the traveler requests to travel by POC between residence and TDY location. See par. C2150-8. A determination is made that POC use is to the GOV'T's advantage because there is no city pair contract fare available. The round-trip commercial air fare between Locations A and B is \$1,350 (including GOV'T-paid tax). The traveler is authorized to travel using POC in the GOV'T's interest and arrives at the TDY location on day 3, completing the TDY assignment on the same day.

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

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

The traveler is paid \$1,495 (actual travel cost by POC) since the constructed GOV'T common carrier cost exceeds the actual POC cost and POC was authorized as being to the GOV'T's advantage.

ITINERARY					
<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>Distance</u>
1 Aug	Residence	1 st Stopover	\$134 (\$88/ \$46)	\$60	400
2 Aug	En Route	2 nd Stopover	\$121 (\$75/ \$46)	\$50	400
3 Aug	En Route	TDY Station	\$134(\$88/ \$46)	\$65	50
4 Aug	TDY Station	3 rd Stopover	\$121 (\$75/ \$46)	\$50	400
5 Aug	En Route	4 th Stopover	\$134 (\$88/ \$46)	\$60	400
6 Aug	En Route	Residence	Use 4 th stopover MI&E		50
REIMBURSEMENT					
ACTUAL POC TRAVEL COST					
(including per diem on travel days to and from Location B)					
Day 1	\$60 + (75% x \$46) (1 st stopover MI&E rate and lodging cost) =				\$94.50
Day 2	\$50 + \$46 (2 nd stopover lodging cost and MI&E rate) =				\$96.00
Day 3	\$65 + \$46 (Arrive TDY location) =				\$111.00
Per Diem for Travel from Location A (residence) to Location B (TDY) =					\$301.50
Day 4	\$60 + \$46 (Depart TDY location 3 rd stopover lodging cost) =				\$106.00
Day 5	\$60 + \$46 (4 th stopover M&IE rate and lodging cost) =				\$106.00
Day 6	75% x \$46 (Use 4 th stopover MI&E rate) =				\$34.50
Per Diem for Travel from Location B (TDY) to Location A (residence) =					\$246.50
Transportation Cost		Round-trip TDY mileage – 1,700 miles x \$0.55/mile =			\$935.00
		Round-trip tolls =			\$12.00
Actual Travel Cost by POC Total					\$1,495.00
COMMON CARRIER CONSTRUCTED COST					
(including per diem on travel days to and from Location B)					
Day 1	\$75 (lodging cost) + (75% x \$46) =				\$109.50
Day 2	75% x \$46 =				\$34.50
Transportation Cost		1 round-trip air coach ticket (including GOV'T-paid tax)			\$1,350.00
		Shuttle costs between airport and hotel (\$20 each way, par C2101-A)			\$40.00
		Taxicab cost between residence and airport (\$40 each way, par. C2101-B)			\$80.00
Constructed Travel Cost by Common Carrier Total					\$1,614.00

E. Mixed Modes

1. General. All official travel must be:

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

2. To the GOV'T's Advantage

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

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

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

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

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

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

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

PART 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. The term 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 IE of:

*(a) \$5.00 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 DoDFMR 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 (APP A), the traveler is:

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

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

c. Reimbursed the discount GMR but not IE.

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

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

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. INSTALLATION	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR 1/
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals (In AOR only)	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
EUM	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
<u>Subsist Aboard U.S. GOV'T Ship 3/</u>			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

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

2/ Discount Meal Rate = Food costs only.

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

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PART L: PER DIEM

C4550 PER DIEM RATE

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

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

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

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

C. Authorizing a Lower Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality per diem rate for the locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-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 (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-CPD-EP, 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/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745;
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 2009, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$46	\$116

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-CPD-EP, 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/A1PA, 2221 South Clark Street, Crystal Plaza 6, Ste 500, Arlington, VA 22202-3745
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>
General Services Administration Office of Governmentwide Policy ATTN: Travel Mgmt Division (MTT) 1800 F Street NW, #G-219 Washington, DC 20405-0001	Per Diem, Travel and Transportation Allowance Committee (PDTATAC) ATTN: Allowances Branch 4601 North Fairfax Drive, Suite 800 Arlington, VA 22203-1546	Department of State Director of Allowances State Annex 29, Room 262 Washington, DC 20522-2902

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (APP A definition), 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 (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' 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 General Services Administration, Departments of Defense and State are responsible for travel [per diem rates](#). 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, M&IE of 75% of the M&IE rate for the TDY location is paid for each travel day. No meals deduction is made. If more than one TDY point is involved and lodging is not required, the highest M&IE rate prescribed for any of the TDY locations is used (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). 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. If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

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).

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.

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

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

d. Departure Day and Return Day to PDS. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. ***If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.***

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 GOV'T 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 is/are provided. See APP R, Part II, par. J. The GOV'T should not pay for the same meal twice (e.g., 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) is/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). ***NOTE:*** A negotiated rate should fall either within the locality lodging rate, or if a conference lodging rate has been declared (see APP R) within the conference lodging rate. If the negotiated rate exceeds the locality (or conference) lodging rate, an AEA lodging rate should be provided to cover the higher lodging rate that includes the meal(s).

NOTE: A continental breakfast is a deductible meal if it otherwise qualifies above.

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 (\$5 in CONUS; or the locality IE or \$3.50 OCONUS) are payable.*

- 4. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:
 - a. is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and
 - b. attempted to make, but was unable to make, alternative meal arrangements for a substitute meal, and
 - c. must purchase a meal that satisfies the medical requirements or religious beliefs.

The AO may authorize/approve the locality meal rate or PMR, as applicable, when the traveler is unable to eat the deductible meal due to mission.

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 FIELD DUTY definition. 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. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from [GSBICA 16652-TRAV, 26 August 2005](#).

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 [GSBICA 16699-TRAV, 17 August 2005](#).

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;

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

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

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

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

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

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

F. Dual Lodging Reimbursement on a Single Day

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

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

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

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

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

*EXAMPLE
1. A traveler is TDY at a location at which the per diem is \$116 (\$70/ \$46).
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. \$5 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 IE 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 debarcation/embarkation port rates and computed under the 'Lodging-Plus' method in par. C4553. *There is no per diem paid for the first/last travel day by GOV'T ship when it departs from the port that is the employee's PDS/returns to the port that is the PDS.*

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when 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/TMC should be used to make these arrangements unless the CTO/TMC 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 a lodging tax amount.
2. Lodging tax 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 a lodging tax amount.
4. Lodging tax in foreign OCONUS locations is not a separate miscellaneous reimbursable expense.

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

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

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

1. Example 1-TDY Travel

*Example 1 TDY Travel		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodgings were obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid \$40 for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	\$40 (lodging) + 75% x \$46 (M&IE) =	\$ 74.50
Day 2 to 6	(\$40 (lodging) + \$46 (M&IE))/day x 5 days =	430.00
Day 7 to 8	(\$4 (lodging) + \$46 (M&IE))/day x 2 days =	100.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	46.00
Day 10 (return day)	75% x \$46 (preceding calendar day M&IE rate) =	34.50
Amount due employee		\$685.00
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum <u>per diem rate</u> for the locality concerned. This example uses the Standard CONUS per diem rate of \$116 (\$70/ \$46).		
Day 1 (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50.		
Days 2 - 6 - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) times the number of days 5; pay \$430.		
Days 7 - 8 - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) times the number of days 2; pay \$100.		
Day 9 - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46.		
Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50.		
The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

2. Example 2-TDY Travel

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

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

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

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

EXAMPLE 4			
TDY Travel Involving IDL without a 'Lost' Day			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54
19-24 Aug (Thurs-Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272
25 Aug Wednesday	\$72 x 75 % =		\$54
Total			\$1,380

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

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

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

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

Quick Reference - Per Diem						
TDY Travel of More Than 12 Hours						
Footnotes: See table # 4						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at TDY location (not a U.S. INSTALLATION) on same day as departed the 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 a U.S. INSTALLATION - GOV'T QTRS available) on same day as departed the PDS. Traveler elected not to occupy available GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS^{5/}	75% of the M&IE rate for the TDY locality ^{1/} plus lodging cost NTE the maximum lodging prescribed for the TDY locality. ^{2,4/}	75% of the M&IE rate for the TDY locality ^{1/} plus cost of GOV'T QTRS NTE the maximum lodging prescribed for the TDY locality.	75% of the M&IE rate for the TDY locality ^{1/} plus cost of lodgings occupied NTE the maximum lodging amount prescribed for the TDY locality. ^{8/}	75% of M&IE rate for the next destination (TDY/stopover point) locality ^{1/} for departure day.	75% of the M&IE rate for the en route stopover locality plus the lodging cost NTE the maximum lodging amount prescribed for the stopover locality. ^{2,4/}	75% of the M&IE rate for the long-term TDY/training location plus the lodging cost NTE the rate prescribed for that location. A fixed reduced per diem rate does not apply on the 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 the PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	Each whole day at a CONUS TDY locality (not a 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.
Per Diem for Whole Days of Travel ^{5/}	M&IE applicable to CONUS TDY locality unless the AO specifies the PMR for deductible meals) plus cost of lodging NTE the maximum rate prescribed for the TDY locality ^{2/} .	M&IE plus the cost of GOV'T QTRS. (M&IE may be at the rate prescribed for the TDY locality, or ^{6/} . See par. C4554-A for M&IE rate determination.	M&IE applicable to CONUS TDY locality plus the lodging cost NTE the maximum rate prescribed for the TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$5. 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 \$5, if the AO specifies the GMR based on available GOV'T dining facility/ mess during training or deployments, (3) PMR plus \$5 if the AO specifies the GMR based on available GOV'T dining facility/mess during training or deployments, (4) PMR plus \$5 if one or two deductible meals are provided ^{6/} , 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 the maximum rate prescribed for the TDY locality ^{7/} . (M&IE may be at (1) The rate prescribed for the TDY locality, (2) Standard GMR plus \$5, if in the AO specifies this rate based on available GOV'T dining facility/ mess during training or deployments, (3) PMR plus \$5 if the AO specifies this rate based on available GOV'T dining facility/ mess during training or deployments, (4) PMR rate plus \$5 if one or two deductible meals are provided ^{6/} , 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. ^{2/ 57/}

(3) Whole Days of Travel – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on day after departing the 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
Per Diem for Whole Days of Travel ^{5/}	M&IE ^{3/} applicable to OCONUS TDY locality (unless the AO specifies the PMR based on deductible meals) plus the lodging cost ^{4/} NTE the 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 ^{3/} if one or two deductible meals are provided ^{6/} . See par. C4554-A for M&IE rate determination.	M&IE ^{3/} applicable to OCONUS TDY locality plus lodging cost ^{4/} NTE the maximum rate prescribed for the 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 ^{3/} , 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 ^{3/} , 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 ^{3/} if one or two deductible meals are provided ^{6/} , 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 the maximum rate prescribed for the TDY locality. ^{4/7/} (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 ^{3/} , 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 ^{3/} , 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 ^{3/} if one or two deductible meals are provided ^{6/} , 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. ^{4/ 5/7/}

(4) Day(s) of Return to PDS					
	A	B	C	D	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing the 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.
Per Diem for Return Day to PDS^{5/}	75% of the M&IE rate for last TDY locality. ^{1/}	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the last TDY locality M&IE rate. ^{1/}	For departure day from TDY: M&IE plus lodging ^{2/,5/} cost NTE the rate for the stopover locality. For arrival day at PDS: 75% of M&IE rate for the stopover locality. ^{1/}	The lodging cost 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.
<p>Footnotes</p> <p>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.</p> <p>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.</p> <p>3/ The <u>IE</u> 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.</p> <p>4/ Lodging tax <i>is not</i> a separately reimbursable miscellaneous expense in a foreign OCONUS area because an amount is included in the applicable OCONUS maximum lodging amount for tax.</p> <p>5/ Cost of laundry/dry-cleaning/pressing of clothing when travel is <i>within CONUS is reimbursable</i> under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning/pressing of clothing <i>is not</i> separately reimbursable when travel is <i>OCONUS</i> because an amount is provided in the OCONUS per diem IE for laundry.</p> <p>6/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.</p> <p>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.</p>					

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

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

*Example			
The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates. 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. 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. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing. 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 \$116 (\$70/ \$46).			
(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 (\$116) (\$70/ \$46). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	M&IE	Max Lodging	Total
Employee:	\$46	\$70	\$116
Employee's spouse	\$46	\$70	\$116
Child (age 12 or older)	\$46	\$70	\$116
Child (under age 12)	\$23 (\$46 x 50%)	\$35 (\$70 x 50%)	\$ 58
Max daily amt that may be paid for costs incurred by employee & 3 dependents	\$161	\$245	\$406
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$161 for M&IE and NTE \$245 for lodging), as follows:			
M&IE:	\$161 (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 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$245) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$256 (Daily amount that is payable to the employee and dependents (within the maximum \$406 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60/day		
Total:	\$263.60 (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% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31 st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	\$27.60 (\$46 x 60%)	\$42 (\$70 x 60%)	\$69.60
Employee's spouse:	\$27.60 (\$46 x 60%)	\$42 (\$70 x 60%)	\$69.60
Child (age 12 or older)	\$27.60 (\$46 x 60%)	\$42 (\$70 x 60%)	\$69.60
Child (under age 12)	\$13.80 (\$46 x 30%)	\$21 (\$70 x 30%)	\$34.80
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	\$96.60	\$147	\$243.60
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$95.60 for M&IE and NTE \$147 for lodging), as follows:			
M&IE:	\$95.60 (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 (The actual daily amount (no 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:	\$190.60 (Daily amount payable to the employee and dependents within the maximum \$242.60 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:	\$198.20 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

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PART M: AEA

C4600 GENERAL

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

C4602 JUSTIFICATION

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

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. 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. Should be uniform (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 (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. \$5 in CONUS, and
 2. OCONUS
 - a. The locality IE, 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 \$70 (lodging) + \$51 (M&IE) = \$121 (Total).

*d. The AEA must not exceed 150% of the *total* (\$121) locality per diem rate.

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

*(1) \$121 (Total Per Diem) x 150% = \$181.50 = \$182

*(2) \$182 - \$51 (M&IE) = \$131 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 approved by the AO. ***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 (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 (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>*EXAMPLE 1 AEA– single TDY location AEA authorized for lodging and M&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&IE above the authorized/approved level (NTE 300%).</i></p>			
<p><u>TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51</p>		<p><u>TDY Location Per Diem w/AEA</u> AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51)M&IE - \$51</p>	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$330.00
11-12 Aug		At TDY Station, Lodging - \$330/day x 2 days =	\$660.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
10 Aug	\$51 x 75% = \$38.25 + \$330 =		\$368.25
11-12 Aug	\$330 + \$51 + = \$381/day x 2 days =		\$762.00
13 Aug	\$51 x 75% = \$38.25		\$38.25
Total Reimbursement			\$1,168.50

<p>*EXAMPLE 2 AEA to multiple TDY locations A, B, and C Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$261/ \$71). Location B – Lodging and M&IE paid on a per diem basis, \$123 (\$77/ \$46). Location C – Lodging and M&IE paid on a per diem basis, \$128 (\$77/ \$51).</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&IE above the authorized/approved level (NTE 300%).</i></p>			
<p><u>TDY Location ‘A’ Per Diem w/o AEA</u> Maximum Per Diem - \$221.00 Lodging - \$150.00, M&IE - \$71.00</p>		<p><u>TDY Location ‘A’ Per Diem Rate w/AEA</u> AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332) Lodging NTE \$261 (\$332 - \$71) M&IE - \$71</p>	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$70.00
10 Sep		TDY, Location B	\$70.00
11 Sep	TDY, Location B	TDY, Location C	\$75.00
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
7 Sep	\$71 x 75% = \$53.25 + \$170 (AEA lodging) TDY Location A =		\$223.25
8 Sep	\$170 + \$71 (AEA per diem rate) =		\$241.00
9-10 Sep	\$70 + \$46 = \$116/day x 2 days, TDY Location B =		\$232.00
11 Sep	\$75 + \$51, TDY Location C =		\$126.00
12 Sep	\$51 x 75% =		\$38.25
Total Reimbursement			\$860.50

***EXAMPLE 3**

AEA Single TDY location

AEA authorized for lodging and M&IE.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$225 (\$149/ \$76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1007-A2.

An AEA increase beyond 300% is not authorized for a DoD civilian employee. See par. C4620. 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (150% or 300%).

<p><u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$150 Lodging - \$99, M&IE - \$51</p>	<p><u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$225 (\$150/day x 150% = \$225/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$76 (\$51/day x 150% = \$76.50 = \$77, reduce to \$76)</p>
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ITINERARY

Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24, Incidental expenses - \$5	\$130.00
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40, Incidental expenses - \$5	\$130.00
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$45 =			\$175.00
12 Aug	\$130 + \$80 (reduced to \$76) = (Total M&IE is limited by maximum daily AEA \$76 M&IE)			\$206.00
13 Aug	\$17			\$17.00
Total Reimbursement				\$553.00

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PART N: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATION/ORDER

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

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

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

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

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

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

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

C4677 VOLUNTARY RETURN TO PDS

A. General

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

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

1. Example 1

*Example 1		
<ul style="list-style-type: none"> The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. See <i>par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate.</i> 		
‘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 \$46 equals \$107 (does not exceed the TDY location \$116 maximum per diem rate).		
Actual Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$46) + \$61 =	\$ 95.50
Thurs 10/21	\$46 + \$61 =	\$107.00
Fri 10/22	Per diem for the return day to the PDS 75% x \$46 =	\$ 34.50
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 \$46) + \$61 =	\$ 95.50
Mon 10/25	\$46 + \$61 =	\$107.00
Tue 10/26	\$46 + \$61 =	\$107.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$46 =	\$ 34.50
Total Actual Cost		\$681.00
Constructed Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$46) + \$61 =	\$ 95.50
Thurs 10/21	\$46 + \$61 =	\$107.00
Fri 10/22	\$46 + \$61 =	\$107.00
Sat 10/23	\$46 + \$61 =	\$107.00
Sun 10/24	\$46 + \$61 =	\$107.00
Mon 10/25	\$46 + \$61 =	\$107.00
Tue 10/26	\$46 + \$61 =	\$107.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$46 =	\$ 34.50
Total Constructed Cost		\$772.00
In this example the traveler is due \$681 (actual cost) since it is less than the constructed cost (\$721.50).		

2. Example 2

*Example 2		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. 		
Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS
The traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$46 equals \$101 which does not exceed the TDY location \$116 maximum per diem rate.		
Constructed Cost:		
Applying the \$101 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 \$303 for Friday, Saturday and Sunday (\$101/day x 3 days = \$303).		
Actual Cost:		
Per diem for the return day to the PDS on Friday $75\% \times \$46 =$		\$ 34.50
Cost of round-trip transportation =		\$180.00
Per diem for the travel day to the TDY location ($75\% \times \$46$) + \$55 =		<u>\$ 89.50</u>
Total		<u>\$304.00</u>
Since the actual cost of per diem and the transportation (\$304) for round trip travel to the PDS exceeds the constructed cost of per diem (\$303) the traveler would have been authorized if the traveler remained at the TDY location, the traveler is reimbursed \$303.		
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 \$304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.		
NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.		
If each traveler's per diem is taken into account, the maximum per diem payable would be \$606 (\$101/day/traveler x 3 days = \$303/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 \$428). $\$34.50$ per diem for Friday + $\$89.50$ per diem for Sunday = $\$124.00$ $\$124/\text{person}$ (per diem for Friday and Sunday) x 2 people = $\$248$ per diem $\$248$ (per diem) + $\$180$ (transportation for 2 travelers) = $\$428$ The driver receives \$304. The passenger receives \$124. There is a \$178 savings to the GOV'T ($\$606 - \428).		

3. Example 3

*Example 3				
TDY Per Diem & POC TDY Mileage Computation				
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. 				
<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 POC travel (for 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.</p> <p>NTE the maximum TDY location per diem rate \$108 (\$62/ \$46) may be 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 \$423.50 (constructed cost) which is less than the actual cost.</p>				
ITINERARY				
Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one-way
Tue	10/16	0600	1830	75 miles one-way
Wed	10/17	0600	1830	75 miles one-way
Thu	10/18	0600	1830	75 miles one-way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$46 (par. C4553-D) =		\$34.50
Tue	10/16	75% x \$46 =		\$34.50
Wed	10/17	75% x \$46 =		\$34.50
Thurs	10/18	75% x \$46 =		\$34.50
Four round trips of 150 miles each = 600 miles x \$0.55/mile =				\$330.00
Per Diem & POC TDY Mileage for Actual Travel Total =				\$468.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$60 + (75% x \$46) =		\$94.50
Tue to Wed	10/16 to 10/17	\$60 + \$46 = \$106/day x 2 days =		\$212.00
Thurs	10/18	75% x \$46 =		\$34.50
One round trip of 150 miles x \$0.55/mile =				\$82.50
Per Diem & POC TDY Mileage for Constructed Cost Total				\$423.50

4. Example 4

Example 4		
<ul style="list-style-type: none"> • The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates. • See par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. 		
AEA Comparison		
Sun	10/07	Arrive TDY location. AEA Authorized NTE \$90
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
<p>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.</p> <p>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, incidental expenses) 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.</p> <p>If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.</p>		

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 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 \$122).
The traveler is reimbursed up to \$29.28 for lodging tax while in Location C.
<i>The traveler is not authorized any TDY mileage for driving between Locations B and C.</i>

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 \$32 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 \$128 (\$79/ \$49) 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 (NTE \$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 (par. C4677) or required (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 miscellaneous reimbursable expense (up to the maximum lodging rate).

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PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

C5050 MALT ([FTR §302-4.300](#))

A. POC Travel

1. Except for RAT, the MALT for PDT by POC, when authorized/approved is determined by the official distance for which MALT may be paid under circumstances (as determined IAW the applicable JTR provisions).
2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization/order, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization/order is authorized the MALT rate per mile except when traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS travel authorization/order, only the employee incurring the expenses is authorized MALT for the official distance and only one employee receives the reimbursable expenses. See par. C5000-B1a.
 - a. Example 1. An employee-married-to-employee couple, each on a PCS travel authorization/order and eligible for travel and transportation allowances (neither employee elects to be treated as the other employee's dependent (par. C5000-B1a)), and their two children travel in one POC. Only one employee receives MALT and may submit all of the reimbursable expenses.
 - b. Example 2: Three unrelated employees, each on a PCS authorization/order, travel together in one POC between two PDS locations. The employee incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.
 - c. Example 3. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS travel authorization/order, and their two children travel together in one POC. Only one of the two (employee or member) receives MALT for the official distance and may submit all of the reimbursable expenses.
3. See par. C2505 for the MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, and the traveler modifies transportation using POC and common carrier (see par. C2203), the traveler is authorized:

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

The total amount is NTE the MALT rate plus per diem for the authorized travel.

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

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

C5055 USE OF MORE THAN TWO AUTOMOBILES

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

C5060 ALLOWABLE PER DIEM ([FTR §302-4.200](#))

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

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

1. Result of allowing 1 day of travel time for each 350 miles of official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-C), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

C. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

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

E. Per Diem Rates for PDT

1. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the [CONUS per diem rates](#).
2. ***The [Standard CONUS per diem rate](#) is used for all CONUS locations when PDT is involved.***
 - a. Travel to a first duty station for a newly recruited employee or appointee;
 - b. Travel incident to a PCS;
 - c. RAT;
 - d. Separation travel; and
 - e. While occupying temporary lodging (except when TQSE(F) is authorized under Ch 5, Part H3).

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

*3. Effective 1 October 2009 the Standard CONUS per diem rate is:

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$70	*\$46	*\$116

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

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

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

- a. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized.
- b. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the employee's/dependent's location at 2400 on that day. See par. C4550-F.
- c. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted 'MALT-Plus' is the applicable M&IE while on the ferry. See par. C4553.
- d. Dependent Per Diem. The percentages, in par. C5125-A, apply when computing a dependent's per diem,

F. Per Diem Allowance Elements

1. Maximum Lodging Expense. Per diem rates include a maximum lodging expense *reimbursement amount*. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. **Lodging receipts are required.** See par. C1310.

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

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

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

1. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

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

a. Day Travel Begins

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

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

b. Full Calendar Days

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

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

c. Day Travel Ends

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

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

H. PDT

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

1. HHT. When computing per diem for a HHT, see Ch 5, Part M, except for determining the applicable rates. See NOTE above.

2. En Route Travel to the New PDS. Except for determining the applicable rate (see NOTE above), par. C5060-H applies when computing en route travel per diem to a new PDS. The [Standard CONUS M&IE rate](#) or [OCONUS M&IE locality rate](#), as appropriate, applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060-G1b(1) and C5060-G1b(3) apply. See par. C5060-E3 for the current [Standard CONUS per diem rate](#).

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

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

I. Per Diem Computation Examples

*1. Example 1

*PCS Travel		
NOTE: See par. C5060-D3 for the current <u>Standard CONUS per diem rate</u> .		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POA, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day. See par. C5060. The standard CONUS per diem rate is \$116 (\$70/ \$46).		
Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$116/day (Standard CONUS per diem rate) =		\$928.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$92.50
Day 2	\$46 =	\$46.00
Day 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	\$34.50
Employee's per diem authorization =		\$841.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$841.00) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841.00) =		\$420.50
Total amount payable to employee =		\$1,892.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the <u>Standard CONUS per diem rate</u> of \$116 (\$70/ \$46), see par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$70 plus the M&IE rate (\$46) times 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$928) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and authorization for dependents is 75% and 50% respectively of the \$841 due the employee.		

*2. Example 2

*PCS Travel		
NOTE: See par. C5060-E3 for the current Standard CONUS per diem rate .		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POA, accompanied by spouse and 7-year old child. They departed the residence at 0800 on Day 1 and arrived at the new PDS at 2100 on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles. See par. C5060. The standard CONUS per diem rate is \$116 (\$70/ \$46).		
Lodgings were occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 4 days x \$116/day (Standard CONUS per diem rate) =		\$464.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
Employee's per diem authorization =		\$365.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
Total amount payable to employee =		\$821.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$116 (\$70/ \$46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
Day 2 and 4 - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$70 for each day plus the M&IE rate (\$46) for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$464.00), therefore the employee is authorized the lesser amount and the authorization for dependents is 75% and 50% respectively of the \$365 due the employee.		

*3. Example 3

*PCS Travel, Actual Costs Exceed the GOV'T Cost		
NOTE: See par. C5060-E3 for the current <u>Standard CONUS per diem rate</u>.		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POA. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. See par. C5060. The standard CONUS per diem rate is \$116 (\$70/ \$46).		
Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$116/day (Standard CONUS per diem rate) =		\$928.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Day 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1044.00
Day 11-14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
Total		\$1,367.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
Employee total travel costs (\$1,367.00 + \$1,025.25) =		\$2,392.25
Total amount payable to employee (\$928 + dependent per diem \$696, 75% of \$928) =		\$1,624.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
<i>NOTE: See par. C5060-E3 for the current Standard CONUS per diem rate.</i>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day. See par. C5060. Lodgings were occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodgings-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = \$500 =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
Employee's per diem authorization =		\$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		\$369
Total amount payable to employee = (\$492 + 2 dependents per diem (\$738 = 75% of \$492 x 2) =		\$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.00.		
The per diem for actual travel by the employee is \$492.00. Since the per diem for actual travel does not exceed the maximum allowable (\$500.00) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and authorization for dependents is ¾ each of the \$492.00 due the employee.		

*5. Example 5

*PCS/Separation Travel	
<i>NOTE: See par. C5060-E3 for the current Standard CONUS per diem rate.</i>	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours. See par. C5060-H.	
4. Since travel begins and ends on the same day, pars. C5060-H1a and C5060-H1a(2) apply. See also par. C5060-I4.	
5. The maximum per diem rate at the time of travel was \$116 (\$70/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).	
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78.00 at the time of travel.		
REIMBURSEMENT		
<i>NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.</i>		
\$78.00 (M&IE) rate x 75% for new PDS location =		\$58.50
Total reimbursement =		\$58.50
Per diem for the accompanying spouse is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing MALT and per diem incident to PDT by automobile.
2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rates.
3. See par. C4550-F3 for the current Standard CONUS per diem rate.
4. The per diem is as computed in pars. C5125 and C5060-B, and examples in par. C4565.

*B. Reimbursement Computation Example for One Automobile

*Reimbursement Computation for Employee, Spouse, and 1 Child in One Automobile	
An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by the spouse and 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days). See par. C5060. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
1. Automobile travel reimbursement is based on 2,826 miles x \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile = \$678.24	\$678.24
2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$116/day (Standard CONUS per diem rate). \$116/day x 8 days = \$928	\$928
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$928) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,150.74

*Reimbursement Computation for Two Employees (married to each other) and 1 Child in One Automobile	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days). See par. C5060. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
1. Automobile travel reimbursement for one employee is based on 2,826 miles @ \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile = \$678.24	\$678.24
2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$116 (Standard CONUS per diem rate). \$116/day x 8 days = \$928	\$928.00
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$928/traveler). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
6. TOTAL REIMBURSEMENT	\$2,418.24
Total reimbursement to employee 1 is \$678.24 + \$650 + \$10 = \$1,338.24	
Total reimbursement to employee 2 is \$720 + \$360.00 = \$1,080.00	

*C. Reimbursement Computation Example for Two Automobiles

*Reimbursement Computation for Two Automobiles	
An employee performs PCS travel from Location A to Location B using two automobiles. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days). See par. C5060.	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles x \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile =	\$678.24
2. Automobile travel reimbursement for the second automobile, driven by spouse is based on 2,826 miles x \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile =	\$678.24
3. Allowable per diem for employee based on 'Lodgings-Plus' for 8 day maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$116 (Standard CONUS per diem rate). \$116/day x 8 days = \$928	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$928) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,828.98

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

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by automobile. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x \$.24/mile (employee only) =	\$207.84
866 miles x \$.24/mile (spouse and 2 children) =	+ \$207.84
Total MALT payable for POC travel	\$415.68
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). <i>No per diem is payable on the employee's behalf for the employee's second trip.</i> The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

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

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

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

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

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

C5075 PCS MOVEMENTS ([FTR §302-3](#))

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

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

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

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

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

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

1. General

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

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

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

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

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

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

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

b. Service Requirements. See par. C5570.

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

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

d. Foreign OCONUS Area PDS Assignment Allowances

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

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

(b) Lease Penalty Expense Portion. See [DSSR, Section 242.4](#) at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 and par. C1004, and

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

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

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

1. General.

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

2. Coverage. A new appointee:

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

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

4. Procedural Requirements

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

b. Travel before Appointment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

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

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

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

7. Alternate Origin and/or Destination

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

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

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

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

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

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

- 5. Employee Transferring to the U.S. Postal Service. PCS allowances IAW par. C5080 may also be authorized for a DoD employee (5 USC §5735) who:
 - a. Is scheduled for separation from DoD, other than for cause;
 - b. Is selected for appointment to a continuing position with the U.S. Postal Service; and

c. Accepts the appointment.

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

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

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

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

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

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

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

3. Real Estate Expense

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

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

b. Reimbursement is prohibited for any:

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

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

4. Travel and Transportation Allowances

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

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

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

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

c. The employee is authorized:

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

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

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

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

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

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

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

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

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

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

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

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

1. Limitation

- a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authority for the first transfer has not expired.
- b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

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

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

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

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

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

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

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

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

3. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in a travel authorization/order must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.

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

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

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

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

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

Location	Effective Date	Biennial Re-certification Date
1. None Yet Designated		
2.		
3.		

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

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

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

C5085 SEPARATION TRAVEL FROM OCONUS DUTY ([FTR §302-3](#), subpart D)

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

- 1. A service agreement providing for return travel and transportation allowances; and

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

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

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

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

C. Separation Travel and Transportation Allowances Loss

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

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time. See Ch 5, Parts C and D.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

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

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

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

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

2. New PDS at other than the Authorized Separation Destination

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

b. PCS Allowances Related to the New PDS

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

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

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

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

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

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

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

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

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

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

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

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

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

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

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

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

A. Applicability

1. Individuals Covered. This part is applicable to:

a. SES positions; and

b. Non-SES appointees if the appointee:

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

(2) Was previously an SES career appointee; and

(3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

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

a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

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

a. Satisfied the eligibility criteria in par. C5090-B; and

b. Dies in GOV'T service;

c. Died after separating from GOV'T service, but before travel and/or transportation to home were completed.

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

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

a. One SES career appointment to another; or

b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At transfer/reassignment time was:

a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), Chapter 83, Subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, Chapter 84, Subchapter II (Federal Employees Retirement System (FERS)); or

b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or

c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), Chapter 83, Subchapter III; or 5 USC §8414(b); or 5 USC Chapter 84, Subchapter II;

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

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

C. Authorization/Approval

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

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

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

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

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

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

1. Per diem for the employee's family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. Relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the GOV'T would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F are met for a short distance transfer.

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

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

NOTE: Reimbursement is NTE the POLICY-CONSTRUCTED AIRFARE (APP A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the GOV'T-arranged move cost if that is the directed transportation method).

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SECTION C4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

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

1. General

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

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

c. If the travel origin and/or destination is other than the old/new PDS, the per diem is NTE the amount authorized between the old and new PDSs.

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

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

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

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

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

3. Spouse Travels Independently

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

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

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

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

4. Dependent Other Than Spouse

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

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

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

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

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

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

*Dependent PCS Travel		
NOTE: See par. C5060-E3 for the current Standard CONUS per diem rate.		
A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse elected to travel by POC, accompanied by the couple's 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. C5060. The standard CONUS per diem rate is \$116 (\$70/ \$46).		
Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$567, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x \$116/day (Standard CONUS per diem rate) =		\$ 928.00
Day 1 (departure day)	\$58 (lodging) + [75% x \$46] =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Day 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + \$46/day x 6 days = \$276 =	\$ 622.00
Day 9	\$0 (lodging) + \$46 =	\$ 46.00
Day 10 (arrival day)	75% x \$46 =	\$ 34.50
Employee's (Spouse) per diem authorization =		\$ 841.00
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		\$ 420.50
Total amount payable to employee =		\$1,261.50
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$116 (\$70/ \$46) par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 3 to 8 , the applicable per diem rate is the cost of lodging (\$346) NTE \$70/day plus the M&IE rate (\$46) times 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the spouse is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$928) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the \$841 due the employee.		

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

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

D. Round-trip House Hunting Travel

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

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

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

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

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

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

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

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (Hawai'i) PDS.
2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.

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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 is NTE 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 should 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. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost. See CBCA 1500-RELO, 6 July 2009 and CBCA 1534-RELO, 10 July 2009.

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: TBD;

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: (APP A for DoD COMPONENTS.) OSD/WHS/ Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

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SECTION 4: HHG STORAGE

C5190 STORAGE IN TRANSIT (SIT)

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

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

B. Time Limitation

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

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

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

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

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

C5191 180 DAY SIT LIMIT EXTENSION

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

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

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

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

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

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

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

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

C5195 NON-TEMPORARY STORAGE (NTS)

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

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

2. Agreement and Liability Conditions

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

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

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

3. Authority

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

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

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

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

- a. Conversion of HHG in SIT to NTS,
- b. Conversion of storage at personal expense to NTS at GOV'T expense, and
- c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation ([FTR §302-8.108](#))

- a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.
- b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.
- c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.
- d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

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

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

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

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

- a. Packing,
- b. Crating,
- c. Unpacking,
- d. Uncrating,
- e. Transportation to and from storage place,
- f. Charges while in storage, and
- g. Other necessary charges directly relating to the storage.

8. Documentation

- a. NTS authority must be in the PCS travel authorization/order.
- b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the DTR (DoD 4500.9-R, Vol. IV, Ch 406, par. C) showing the HHG weight and date placed in NTS.
- c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

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

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

1. General

- a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.
- b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

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

- a. Employee is not authorized to transport HHG to the PDS,
- b. Employee is unable to use HHG at the PDS,
- c. Storage is authorized in the GOV'Ts best interest, or
- d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

- a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.
- b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
- c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.
- d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).
- e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

Example	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-B3c) Employee's eligibility ended: 31 August 2009 1 st month after the month (August) the employee's eligibility ended was September; 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

- a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:
 - (1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS travel authorization/order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and***
 - (2) The original warehouse inventory receipt.
- b. The gaining OCONUS personnel office must:
 - (1) Establish an employee NTS HHG file that:
 - (a) Is separate from official personnel records;
 - (b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and
 - (c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;
 - (2) Furnish the FY fund citation to the Transportation Officer;
 - (3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

- (4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.
5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.
6. Removing HHG from NTS
 - a. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.
 - b. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:
 - (1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
 - (2) Return transportation is authorized by this Volume for the employee.
 - c. Employee-paid Expenses
 - (1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.
 - (2) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at GOV'T expense.
 - (3) Example. After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.
 - d. Documentation. Paid expense receipts of \$75 or more are required.
 - e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS travel authorization/order.
- C. NTS of HHG for a DoDDS Employee ([FTR §302-8.300-301](#))
 1. Storage between School Years
 - a. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.
 - b. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:
 - (1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
 - (2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
 - (3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

(b) A QTRS allowance (20 USC §905(c)) ***NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or***

(c) Any other HHG storage to which that DoDDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the GOV'Ts best interest;

b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authority in this Volume;

e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

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SECTION 2: OCONUS POV TRANSPORTATION

(See Section 3 for intra-CONUS POV transportation.)

C5208 ELIGIBILITY**A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at GOV'T expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at GOV'T expense when it is in the GOV'T's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the GOV'T's interest for the traveler to have POV use at the PDS.
3. A written record of any determination must be filed IAW personnel directives.

C. Conditions. A determination/re-determination that it is "in the GOV'T's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at GOV'T expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawai'i to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

C5212 AUTHORIZATION

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard-surfaced all-weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the GOV'T's advantage. See par. C5208. See par. C2166 concerning ocean-going car ferry use.
2. The local GOV'T:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
3. Pertinent DoD component regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the transportation at GOV'T expense incident to the traveler's PCS following vehicle purchase; or
5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.
NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from an OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS. See (68 Comp. Gen. 258 (1989)).

Example 1. A traveler residing in Hawai'i, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

Example 2. A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the Hawai'i PDS.

Example 3. An employee, initially hired while living in Hawai'i for duty at a PDS in Hawai'i and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the Hawai'i PDS.

Example 4. An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the GOV'T's interest for the employee to have the POV in Hawai'i.

6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the GOV'T's interest to do so. See [CBCA 827-RELO, 4 October 2007](#).

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;

3. Completes a tour(s) of duty at an OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i IAW par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the GOV'T's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i IAW par. C5208-D, and the traveler is returning through transfer for the GOV'T's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the GOV'T's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i IAW par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the GOV'T's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the GOV'T's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the GOV'T's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C5550; or
7. Is stationed at an OCONUS PDS where initially it was in the GOV'T's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at GOV'T expense to the port/VPC serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at GOV'T expense is:
 - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. For an employee assigned to Johnston Island, see par. C5208-D.
2. *Shipment may not be authorized at GOV'T expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at GOV'T expense includes port-handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at GOV'T expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at GOV'T expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The GOV'T's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the GOV'T's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.
3. When an employee is authorized to return a POV at GOV'T expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.
4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The GOV'T's transportation cost liability is NTE the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).
5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports/VPCs

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD component must pay the entire cost of transporting the POV from the:
 - a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
 - b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.
2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
 - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
 - b. Limited to the actual cost of having the POV transported between the:
 - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC ,
 - (2) Port/VPC and the traveler's new OCONUS PDS, or
 - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.
3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9-104)
 - a. Per Diem Not Allowed. *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*
 - b. Status. Administrative Leave and duty status incident to a PCS is addressed in DoD Manual 1400.25-M, December 1996, SC630 available at: <http://www.dtic.mil/whs/directives/corres/html/140025m.htm>.
 - c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

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d. Reimbursement Limitations. Reimbursement is limited to the one-way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

- (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

- (1) To the port/VPC to deliver the POV, and
- (2) From the port/VPC after reclaiming the POV.

f. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- (1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- (2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

*g. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

* (1) The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC plus a \$3 tip to the driver. *A transportation related tip is reimbursable per APP G.* Pay the employee \$.24/mile x 200 miles = \$48 PCS MALT and \$38 for between port/VPC and airport transportation = 86.

* (2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 including a \$5 tip is \$185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.24/mile = \$120. Pay the employee \$305.00 for the one-way transportation costs of \$185 and one-way PCS MALT of \$120.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.

a. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;

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(3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);

(4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

(1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or

(2) PCS MALT from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE;

(3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or

(4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the traveler returns there to pick up dependents.

C5220 CIRCUMSTANCES**A. Transfer or Assignment between OCONUS PDSs**

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at GOV'T expense provided the maximum amount the GOV'T pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawai'i for an employee assigned on Johnston Island whose dependents reside in Hawai'i.

2. If, due to changed circumstances at a PDS, it is no longer in the GOV'T's interest for the traveler to have a POV at the PDS, the traveler may transport it at GOV'T expense to another OCONUS PDS to which the traveler is transferred if it is in the GOV'T's interest for the traveler to have the POV there.

3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at GOV'T expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the GOV'T may not pay more than the transportation cost from the place to which it was last transported at GOV'T expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the GOV'T's convenience, the GOV'T may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the GOV'T may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

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2. If the POV is transported to a location other than the port/VPC serving the actual residence, the GOV'T may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the GOV'T, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at GOV'T expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.

2. POV transportation may be authorized to an alternate destination anywhere in the world but the GOV'T's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.

3. Any excess costs are the traveler's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

C5224 SHIPMENT METHODS**A. GOV'T-arranged POV Transportation**

1. The transportation officer determines the transportation mode.

2. Shipment procedures must be IAW Defense Transportation Regulations (DTR) (DoD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-408.pdf>

B. Traveler-arranged POV Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.

2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:

- a. The Status of Forces Agreement (SOFA),
- b. Use of U.S. carriers,
- c. Import/export processes, and
- d. Tariffs, customs, etc.

3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the GOV'T's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));

2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

C5232 REPLACEMENT POV TRANSPORTATION

Effective for POV shipments on or after 1 November 2003

A. General. When a POV, transported at GOV'T expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
2. It is in the GOV'T's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at GOV'T expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at GOV'T expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at GOV'T expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the GOV'T's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty ([FTR, §302-9.401](#)).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
 - a. Necessary expenses for actual storage,

- b. Readyng the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

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

C5360 TQSE(AE) OPTION

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

- *1. \$116 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2009), 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 authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See 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 day TQSE(AE) period;
- b. Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 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 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. **\$116**, Standard CONUS per diem rate (*effective 1 October 2009*).

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 \$116) in pars. C5372-A2a through C5372-A2d are \$116, \$87, \$87, and \$58, 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 \$116) in pars. C5372-A2a through C5372-A2d are \$87, \$58, \$58, and \$46.40 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 \$116) 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
\$116 (Eff 1 October 2009)				
Employee or Unaccompanied Spouse	\$116	\$116	\$116 x 75%	\$87.00
Accompanying Spouse	\$116 x 75%	\$ 87	\$116 x 50%	\$58.00
Dependent 12 and older	\$116 x 75%	\$ 87	\$116 x 50%	\$58.00
Dependent under 12	\$116 x 50%	\$ 58	\$116 x 40%	\$46.40

*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 \$116 times 5 days (\$580). 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 \$580. 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 \$116 (\$70/ \$46) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See [GSBCA 16430-RELO, 13 October 2004](#).

SECTION 3: FIXED TQSE (TQSE(F))

C5380 TQSE(F) OPTION

**TQSE(F) is a lump sum payment that always is based on the PDS location maximum per diem rate.*

C5382 AUTHORITY

- A. General. The AO, *not the employee*, determines if TQSE(F) is offered.
- B. Considerations. The following factors must be considered before authorizing TQSE(F):
1. General
 - a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, instead of TQSE(AE).
 - b. TQSE(F) may be authorized for the number of days the AO determines necessary, NTE 30 days.
 2. Administration Ease. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(F) because receipts and supporting statements are not required.
 3. Cost Considerations
 - a. *TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.*
 - b. *TQSE(F) always is based on the new PDS location maximum per diem rate.*
 4. Employee Choice
 - a. TQSE(F) is based on a specific percentage of the locality per diem rate.
 - b. If the AO offers an employee the TQSE(F) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.
 - c. The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE).
 - d. *If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. ([GSBCA 15902-RELO, 21 March 2003](#))*

C5384 LIMITATIONS

A. Payment Limitation

- *1. *Temporary quarters must be occupied for TQSE(F) to be paid ([GSBCA 16803-RELO, March 20, 2006](#)/[GSBCA 15573-RELO, February 12, 2002](#)).*
- *2. *Under no circumstances may TQSE(F) be paid for more than a total of 30 days.*
- *3. TQSE(F) is paid for *up to* 30 days. The number of days offered is prospective and must be established in advance.

*4. *Once TQSE(F) is selected, the employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.*

*5. TQSE(F) is a lump-sum payment based on the new PDS locality per diem rate in effect when the TQSE(F) offer is accepted by the employee. The lump-sum payment amount is not changed by any PDS per diem rate change after the employee accepts the offer.

B. Time Limitation. *The agency cannot impose limitations on when TQSE(F) begins ([GSBCA 16267-RELO, 10 December 2003](#)).*

C. Erroneous Advice. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(F) method and was authorized TQSE for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(F)) problem. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days. *The employee may not be paid for the additional twelve days. Erroneous advice provided by GOV'T officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists. ([GSBCA 16437-RELO, 22 September 2004](#))*

C5386 ELIGIBILITY PERIOD

The AO determines what TQSE(F) time period is necessary and authorized for *up to 30 days*.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C5390 PAYMENT

**If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee ([GSBCA 16208-RELO, 24 October 2003](#)/[GSBCA 16408-RELO, 14 July 2004](#)/[GSBCA 16420-RELO, 15 July 2004](#)), provided that temporary quarters were occupied ([GSBCA 16803-RELO, March 20, 2006](#)/[GSBCA 15573-RELO, February 12, 2002](#)).*

C5392 COMPUTATION

A. HHT. *The number of days paid or reimbursed for a HHT are not deducted from TQSE(F)*. See Ch 5, Part M for HHT.

B. Payment Basis. TQSE(F) payment is based on the total number (employee and dependents) *actually moving* to the new PDS, *not* the number of individuals actually occupying temporary lodging.

Example 1. An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2. An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does *not* move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. TQSE(F) Per Diem Rates/Percentages. *The per diem rates used in the following example(s) are for illustrative purposes only.*

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum new PDS locality per diem rate (CONUS or OCONUS).
2. Percentage Paid. The maximum allowable daily amount is:
 - a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. *Example: If the new PDS is in a locality at which the per diem rate is \$100, the maximum daily rate = \$75 (based on the daily per diem rate of \$100).*
 - b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. *Example: If temporary lodging is used at a new PDS locality at which the per diem rate is \$100, the maximum daily rate = \$25 (based on the daily per diem rate of \$100).*

D. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$120	.75	30	1	$((\$120/\text{day} \times .75) \times 30 \text{ days}) \times 1 =$	\$2,700
Dependent	\$120	.25	30	4	$((\$120/\text{day} \times .25) \times 30 \text{ days}) \times 4 =$	\$3,600
					Total TQSE(F) Pmt	\$6,300

E. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used
 - a. Number of days authorized for TQSE(F) = 30 days.
 - *b. Locality per diem rate = \$90 (lodging) + \$46 (M&IE) = \$136 total per diem.
 - c. Employee percentage = 75%.
 - d. Dependent percentage = 25%.
 - e. Number of dependents = 4.
2. Employee Calculation
 - *a. Multiply the maximum per diem rate (\$136) by .75. **\$136/day x .75 = \$102/day.**
 - *b. Multiply the answer in par. C5392-E2a (\$102) by the number of days authorized (30). **\$102/day x 30 days= \$3,060.**
 - *c. In this example, the employee's TQSE(F) payment is **\$3,060.**

3. Dependents Calculation

*a. Multiply the maximum per diem rate (\$136) by .25. **$\$136/\text{day} \times .25 = \$34/\text{day}$** .

*b. Multiply the answer in par. C5392-E3a (\$34) by the number of days authorized (30).
 $\$34/\text{day} \times 30 \text{ days} = \$1,020$.

*c. In this example, each dependent's TQSE(F) payment is **\$1,020**.

*d. In this example, the four dependents' total TQSE(F) payment is **\$4,080 (4 dependents x \$1,020/dependent)**.

*4. Total Payment. In this example the employee's TQSE(F) payment is \$3,060 for the employee and \$4,080 for four dependents, for a total TQSE(F) payment of **\$7,140 (\$3,060 + \$4,080)**.

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. 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-C3. 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-C5.

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 SIT.

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 for per diem computation incident to RAT:

*Renewal Agreement Travel			
<u>NOTE:</u> See the Standard CONUS per diem rate, 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/ \$46). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$46 (M&IE) =	\$34.50
	9/2- 9/30	No per diem	0.00
	10/1 – 10/2	75% x \$46 (&IE) =	\$34.50
Total Reimbursement			\$69.00
6. Par. C5060-F1a(1) applies and the destination M&IE rate (\$46) 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 (APP A) is to be used for constructed cost purposes (APP P, Part I-B1, [FTR §301-10.112](#) and [62 Comp. Gen. 596 \(1983\)](#)).

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

1. Example 1

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

2. Example 2

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

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

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

1. Does not meet the conditions in par. C5542,
2. Is merely routed through the country of actual residence en route to another country, or

3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

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

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

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage 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 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.

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SECTION 4: DSSR, CH 600 FAQs

FREQUENTLY ASKED QUESTIONS ON EVACUATION

Department of State Standardized Regulations (DSSR)
Interpretation of Evacuation Payment Regulations (DSSR 600)

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)

1. *Q: What is the difference between an authorized and an ordered departure?*

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employee/employee groups may depart, and avoids the negative connotation attached to the term "evacuation." Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department's Under Secretary of State for Management ("USSM") approves evacuation status for the PDS, authorized or ordered, the 180-day clock "begins ticking".

2. *Q: Do all U.S. GOV'T AGENCIES subscribe, follow or adhere to the DSSR on evacuations?*

A: IAW DSSR, Sec 645 all AGENCIES implement the DSSR. To ensure fair and consistent treatment of all evacuees, AGENCIES desiring to deviate from DSSR, Ch 600 must seek the Secretary of State's authorization before doing so. The dependents of uniformed personnel are covered separately under the JFTR, Ch 6, Part A.

SAFE HAVEN

3. *Q: How does a dependent select an official safe haven and on what is the Subsistence Expense Allowance (SEA) based?*

A: The State Department's Under Secretary of State for Management (USSM) designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (JTR, par. C6005-C2) for a reason/reasons other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. See Q&A 5 for transporting dependents to join subsequently evacuated employee.

*4. *Q: What benefits are available for dependents going to an authorized alternate safe haven?*

*A: If the "official" safe haven is the fifty United States and the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the AGENCY head/designee authorizes the alternate safe haven as being in the GOV'T's best interest (DSSR, Sec 614c). Within DoD, PDUSD (P&R) may authorize an alternate safe haven (phone (703) 697-2086 or DSN (312) 227-2086). **The employee cannot choose an alternate safe haven.** The employee must travel to the official safe haven (DSSR, Sec 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rates - \$116 as of 10-1-09). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, Secs 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. Q: May previously evacuated dependents join the employee at the employee's official safe haven?

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, Sec 631a(1)).

6. Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?

A: IAW these travel regulations (DSSR), an employee accompanying dependents, unable to travel alone, to the official or authorized alternate safe haven is reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, Sec 633.2 and DSSR, Sec 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, Sec 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, Sec 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. Q: When do SEA benefits start for evacuees?

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, Sec 632.1, at the full amount for the first evacuee or at the additional dependent amount?

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger dwelling. See FAQ 14.

10. Q: Can an employee and dependents on RAT or on FEML receive SEA payments?

A: An employee and dependents cannot receive SEA while on RAT or in FEML status (DSSR, Sec 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. Q: What if the employee/dependent is in MEDEVAC/health care travel status?

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, Sec 632.4).

13. Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, Sec 632.1, "There is only one 'first evacuee', except as provided under DSSR, Sec 632.4(b) ('Tandem Couples')". Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven locality per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee's safe haven locality per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, Sec 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a "lodging-related" expense).

14. Q: If more than one hotel room or larger QTRS is/are required, is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven locality per diem rate?

A: The first evacuee is reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

- (1) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (2) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or over);
- (3) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (4) First Evacuee plus three (one non-spouse dependent, age 12 or over); and
- (5) First Evacuee plus four or more dependents.

15. Q: What if I have a special family composition not included as one of the five in FAQ 14?

A: Requests for other special family considerations are submitted through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

16. Q: Is my nanny/caregiver eligible for SEA?

A: No, unless the nanny/caregiver is a dependent. The nanny/caregiver may be the designated representative (DSSR, Sec 610f) named by an employee to care for, escort, or receive monetary payments for a dependent.

17. Q: When an evacuation order terminates, is there a grace period to continue SEA until the day an evacuee returns to the PDS?

A: When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, SEA for only three days is allowed if the employee has not started travel under a PCS travel authorization/order to another PDS. For an employee/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

18. Q: Is there any other provision under the Evacuation Payments if I need further help with unexpected expenses related to evacuation?

A: Yes. Under DSSR, Sec 615 Advance Payments, an employee may be paid in advance of the normal payday when the authorizing officer determines payment is required to help defray evacuation-related expenses. Advance payment may be for a maximum of 30 days 'salary' based on the compensation rate including any allowances or post differential to which the employee was entitled immediately prior to the ordered/authorized evacuation. The advance payment may be made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

OTHER ALLOWANCES

19. Q: What happens to the "away from post" education allowance when an evacuation takes place?

A: The "away from post" education allowance continues until the current school year end. The official safe haven location replaces the PDS for travel within the education allowance. SEA is not authorized for any time covered by the "away from post" education allowance (DSSR, Sec 633.2).

20. Q: Does a newly assigned employee/dependents who has/have not arrived at the PDS qualify for evacuation benefits under DSSR, Ch 600?

A: Under the evacuation benefits law, only an employee and dependents who are temporarily away from the PDS at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. Under the transfer allowance authority, DSSR, Sec 245 allows equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to the PDS.

On the ordered/authorized departure date:

- (1) The employee's transfer travel authorization/order must have been issued.
- (2) The employee must be within 60 days of scheduled departure directly to the new PDS, and 3(a), (b) or (c) below must apply; and
- (3)(a) HHG are packed and the residence is vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of the residence; or (c) the employee transferring from a foreign PDS with a direct transfer authorization (i.e., no RAT prior to reporting to the new foreign PDS) is required by the PDS to vacate the residence.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, Sec 262.1.

21. ***Q: Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? See FAQ 22 for education.***

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round-trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee's last 90 days at the PDS. This SMA is not the "one change of option" during a tour of duty. (DSSR, Sec 264.2(2)).

22. ***Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, Sec 262.3b)?***

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, Sec 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the current school year final semester (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, Sec 267.1b for rates.

23. ***Q: What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?***

A: An employee whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, Sec 262.3a). An employee whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, an employee may consider the "away from post" education allowance option. See DSSR, Sec 276.23 for details. Since SMA payments are not retroactive, the employee should submit Standard Form (SF)-1190 BEFORE the evacuation ends, for these benefits.

DEPARTURE FROM/RETURN TO THE PDS

24. ***Q: If a Permanent Change of Station (PCS) travel authorization has been issued prior to an employee/dependent's departure from the PDS, which takes precedence?***

A: PCS travel authorization always takes precedence over any other travel authorization, including an evacuation order. An evacuee's travel should be charged to the PCS travel authorization. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS travel authorization, all evacuation benefits cease for dependents when the employee's PCS travel begins.

25. ***Q: How long is an evacuation order valid for return travel to the PDS?***

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

TANDEM COUPLES

26. ***Q: Whose travel authorization should address dependent children when only one of a tandem couple is evacuated??***

A: In this case, the children are on the evacuating employee/parent's travel authorization.

27. ***Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?***

A: A couple residing in the same commercial lodgings submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, Sec 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

SHIPMENT OF HOUSEHOLD GOODS (HHG), UB AND PRIVATELY OWNED VEHICLE (POV)

28. ***Q: Do I have access to stored HHG while evacuated?***

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, Sec 631b).

29. ***Q: If I do not have UB shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get UB shipped back to the PDS after the evacuation?***

A: Yes. The airfreight replacement allowance is in place of the UB from the PDS.

30. ***Q: What is the amount of the airfreight replacement allowance?***

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents \$250; First evacuee with one dependent \$450; and First evacuee with two or more dependents \$600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as UB.

31. ***Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?***

A: Yes.

32. ***Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?***

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/UB is allowed from the official/U.S. safe haven to your spouse's U.S. safe haven.

33. ***Q: Can I transport a POV from the PDS to the safe haven point?***

A: POV transportation is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, Sec 631b) is authorized at a rate of \$25 per day regardless of the number of dependents. Receipts are not required.

SECTION 5: DSSR, CHAPTER 600, EVACUATION PAYMENTS

**C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)
 EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)
 (See reverse on this page for additional details)**

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

City _____ County (U.S. only) _____ U.S. State or Country _____
 Safe Haven Lodging (“L”) _____ Meals & Incidental Expenses (“M&IE”) _____
 Safe Haven Advance Received \$ _____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each other Eligible Family Member age 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under age 18	50% x M&IE = _____	40% x M&IE = _____
SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One) _____ First Evacuee plus one (non-spouse eligible family member, age 18 and older). _____ First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over). _____ First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older). _____ First Evacuee plus three (one non-spouse eligible family member, age 12 and over). _____ First Evacuee plus four or more family members. <i>NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.</i>		
See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

The “non-commercial” rate applies for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member age 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under age 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(Page 2 of 2)

ADDITIONAL EVACUATION PAYMENTS

In addition to SEA payments, a transportation allowance may be paid at a rate of \$25 per day, regardless of the number of dependents.

An airfreight replacement allowance may be paid if air freight was not shipped FROM post. The employee and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

- \$250 for first evacuee only;
- \$450 for first evacuee and one eligible family member;
- \$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates

--48 states and DC (continental U.S.) = [GSA](#) (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, the per diem rate used to calculate SEA should be the Standard CONUS rate)

www.gsa.gov/perdiem

--Non-Foreign, outside continental U.S. = DoD www.defensetravel.dod.mil/perdiem/pdrates.html

--All Foreign Locations = STATE http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Basic rules for determining SEA payments:

If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

- (a) Official safe haven;
- (b) Approved alternate safe haven; or
- *(c) Continental U.S. (CONUS) [eff. 1 October 2009, that is \$116 (\$70/ \$46)]

Commercial Rate

Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room tax for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount. No itemization and no receipts are required. M&IE is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is \$150, maximum reimbursement for family lodging is \$225 per day; (2) If first evacuee's safe haven lodging rate is \$100, maximum reimbursement for family lodging is \$150 per day.

Non-Commercial Rate

Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

PART N: FEML

C7700 FEML TRANSPORTATION

*A. Policy. FEML policy is established in DoDI 1327.06 (Leave and Liberty Procedures), subsec. 1.j.(8), beginning on page 13, <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>. This policy is being used as the FEML policy for a DoD civilian employee.

B. Eligibility

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

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

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

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

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

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

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

C. Limitation

1. Number of FEML Trips

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

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

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

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

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

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

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

*1. FEML Location. To qualify, a location must meet the DoDI 1327.06 requirements and be designated by an authority listed in par. C7700-D5.

*2. FEML Destination. The authorized FEML destination, determined IAW DoDI 1327.06, is listed in APP S.

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

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

a. Example 1

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

b. Example 2

Example 2	
A DoD civilian employee's PDS is in OCONUS Location A and the authorized destination is CONUS Location B.	
City pair airfare to/from CONUS Location B:	\$980
The employee desires to utilize FEML to CONUS Location C.	
City-pair airfare to/from CONUS Location C is:	\$840
Since transportation to/from CONUS Location C is less expensive than transportation to/from the CONUS Location B the traveler is authorized city-pair airfare to/from CONUS Location C (\$840) NTE the \$980 cost to CONUS Location B.	

*5. Location Designation/Recertification

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

*b. Designation/Recertification Requests. Designation/recertification requests must be sent through Combatant Command channels to DUSD (MPP) IAW DoDI 1327.06.

E. Transportation

1. Employee/Dependent. The DoD civilian employee and dependent may travel together or independently.

2. Restrictions. A DoD civilian employee/dependent taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages to and from the authorized destination.

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

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

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. *See par. C2192, and Ch 2, Part C.*

b. Reimbursement is NTE the GOV'T-procured transportation cost between a DoD civilian employee's duty station and the authorized destination, plus the cost of ground transportation as noted in par. C7700-E4a, as determined in par. C7750-C2.

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

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

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

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

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

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

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

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

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

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 R&R LEAVE TRAVEL

*A. Policy. The policy for designating locations eligible for funded R&R leave transportation for a DoD civilian employee is the same policy used for R&R established in DoDI 1327.06, subsec. 1.j.(8) (<http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>). Under DoDI 1327.06, upon DoD civilian employee request, the applicable Combatant Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest.

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

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

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

*3. Extended Tour: Two per 18-month period or more.

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

*1. R&R Location. To qualify, a location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. C7750-C5.

*2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in APP U.

3. Alternate Destination. A DoD civilian employee may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to and from the alternate destination is official travel, and therefore contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***

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

a. Example 1

Example 1	
A DoD civilian employee's PDS is in OCONUS Location A and the authorized destination is OCONUS Location B.	
There is no city-pair airfare between OCONUS Location A and OCONUS Location B. The round trip policy-constructed airfare (see APP A) between OCONUS Location A and OCONUS Location B (incorporating some city-pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The city-pair airfare to/from CONUS Location C is:	\$1,000
The employee desires to utilize R&R to/from CONUS Location D. The city-pair airfare to/from CONUS Location D is:	\$1,400
Policy-constructed airfare to/from CONUS Location D is:	\$1,600
Since transportation to/from CONUS Location D is more expensive than transportation to/from OCONUS Location B or CONUS Location C no city-pair airfare may be used for any transportation to/from CONUS Location D.	
Since transportation to/from OCONUS Location B is more expensive than transportation to/from CONUS Location C, the cost to/from OCONUS Location B is used for cost comparison.	
The employee's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

Example 2	
A DoD civilian employee's PDS is in OCONUS Location A and the authorized destination is OCONUS Location B.	
Round trip city-pair airfare between OCONUS Location A and OCONUS Location B is:	\$ 980
CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The employee desires to utilize R&R to CONUS Location D. The round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C the employee is authorized the city-pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

*5. Location Designation/Re-designation

a. Designating Authorities. PDUSD (P&R) is the designating authority for R&R locations/destinations.

*b. Designation/Re-designation Requests. Designation/re-designation requests must be sent through Combatant Command channels to PDUSD (P&R) IAW DoDI 1327. 06.

D. Transportation

1. DoD Civilian Employee only.

2. Restrictions. A DoD civilian employee taking a R&R trip may use:

a. Military air transportation on a space-required basis, if reasonably available to the R&R/alternate destination, or

b. Commercial air transportation, if space-required military air transportation is not reasonably available, and

c. *May not use cruise or tour packages to and/or from the authorized destination.*

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

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

4. Reimbursement. Reimbursement must not exceed the GOV'T-procured transportation cost between an employee's PDS and the authorized destination as determined in par. C7750-C2.

5. Time Limitation

a. Standard Tour: A DoD civilian employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: A DoD civilian employee must have served at least 60 days in the R&R location prior to taking R&R leave.

c. Extended Tour: A DoD civilian employee must have served 18 months or more in the R&R location prior to taking a 2nd R&R leave.

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

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

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

C7751 IRAQ AND AFGHANISTAN

A. Authorized Transportation. The provision for transportation for a DoD civilian employee on official duty in Iraq or Afghanistan during fiscal years 2006, 2007 and 2008 has been continued through fiscal year 2011. The employee is authorized round trip transportation to the designated locations provided in APP U. Provisions in Ch 7, Part O must be applied when requesting and authorizing R&R travel. An employee must be in an approved leave status while traveling to/from Iraq or Afghanistan and during R&R breaks, IAW DoD 1400.25-M.

B. Authority. OSD (P&R) memo dated 20 October 2008 and authority provided by P.L. 110-417 continued benefits, allowances, and gratuities authorized based on OSD (P&R) memo of 4 May 2007 and under the authority provided by P.L. 109-234 and 22 USC §4081(6), a DoD civilian employee in Iraq or Afghanistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

1. Option 1. A DoD civilian employee assigned TDY, TCS, or PCS to Iraq or Afghanistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the R&R trip.

2. Option 2. A DoD civilian employee TDY, TCS, or PCS to Iraq or Afghanistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the first R&R trip. R&R trips should be taken at reasonable intervals; for example, the first break after 60 days, and subsequent breaks every 50 to 60 days.

C. Limitations. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official duty station in Iraq or Afghanistan (including travel time) established in the Civilian Personnel Manual (DoD 1400.25-M) and/or other personnel directives. A DoD civilian employee is expected to return to Iraq or Afghanistan following the R&R leave period or become financially liable for the expense of the R&R trip.

D. Retroactive Benefits and Gratuities. Effective for the period June 15, 2006 through September 30, 2011; benefits and gratuities must be granted retroactively for a DoD civilian employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. Components must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.

APPENDIX A

PART II: ACRONYMS

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

<u>Acronym</u>	<u>Meaning</u>
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
BCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
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
*DoDFMR	*Department of Defense Financial Management Regulation
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)
*DoS	*Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation

<u>Acronym</u>	<u>Meaning</u>
DTS	Defense Travel System
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. <i>NOTE: Does not apply to any other form of personal credit card.</i>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses

<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&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)
TCS	Temporary Change of Station (C)

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

PART 2: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

Per Diem, Travel and Transportation Allowance Committee
*Attn: Regulatory Team
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

B. The request must address the following questions:

1. How many members and DoD employees serve in the area?
2. Are State Department employees authorized a consumable goods shipment to the area?
3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.
4. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.
5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?
6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.
7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?
8. Do food shortages require members/employees to wait in line for items for long periods?
9. Does State Department have a commissary or food locker/co-op at the station? If so:
 - a. What is the space and storage capacity of the facility?
 - b. What variety of items are available?
 - c. How often is it restocked?
 - d. Can members/employees place bulk orders for consumable goods through the facility?
 - e. How often are bulk orders placed?
 - f. Are the bulk orders received on time?
10. Who is the PoC for this request? Please include *commercial* phone and fax numbers, and email address, if available.

NOTE: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.

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APPENDIX G: MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

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

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

D. Miscellaneous Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. Some miscellaneous reimbursable expenses are authorized for reimbursement by this APP; other miscellaneous reimbursable expenses require AO authorization/approval. Miscellaneous reimbursable expenses include the following (listed in alphabetical order):

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>ATM Use (Civilian Employee).</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>*3. See the DoDFMR, Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p>ATM Use (Uniformed Member)</p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>*3. See the "DoDFMR", Volume 9, Chapter 3 available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p>Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DoD travelers IAW the Service/ Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DoD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in advance of travel.</p>	X		X			

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
See JFTR, par. U3015 and JTR, par. C2302						
<p>Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> 1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied. 2. <u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained. 3. <u>Baggage Storage (with explanation).</u> 4. <u>Baggage Checking.</u> NTE the customary local rates. 5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> a. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable. b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need. 	X	X	X	X	X	X
<p>Baggage Handling Tips</p> <ol style="list-style-type: none"> 1. Uniformed Member <ol style="list-style-type: none"> a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or GOV'T) at a transportation terminal. b. <u>Lodging Establishment.</u> Reimbursement is authorized <i>only</i> for transportation-related tips for handling <u>GOV'T property</u> at lodging establishments. 2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following: <ol style="list-style-type: none"> a. A traveler with a disability/special need (see JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor. 	X	X	X	X	X	X
Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<p>Check Cashing.</p> <ol style="list-style-type: none"> 1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized. 	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X	X	X
Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. <i>In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X	X	X
Currency Conversion Fees 1. <u>Reimbursable.</u> The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement. 2. <u>Not Reimbursable.</u> Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable for gains resulting from currency conversion. 3. <u>Travel Claim Submission.</u> A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. <u>Supplemental Vouchers.</u> A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Energy Surcharge Fees	X	X	X	X	X	X
Global Positioning System (GPS) for a Rental Car. <i>The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.</i>		X		X	X	X
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
GTCC 1. <u>Late Payment Delinquent Fees.</u> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DoDFMR, Volume 9 , Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. <u>Expedited Delivery.</u> Reimbursable when authorized/approved by the AO.		X		X	X	X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Inoculations. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X	X	X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16). 2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. See http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X	X	X
Lodging, Dual. Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X			X	
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
2. <u>Not Reimbursable</u> . Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .						
<u>Medical Fees</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<u>Mission-Related Expenses</u> . Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
<u>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted</u> . 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. See 59 Comp. Gen. 609 (1980) , 59 id. 612 (1980) , 60 id. 630 (1981) , and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler’s control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X	X	X
<u>Packer Services</u> . Reimbursable when authorized/approved by the AO.		X		X	X	X
<u>Paper Tickets</u> . Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV’T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility</i> .	X	X	X	X	X	X
<u>Parking Fees at a Terminal</u> . Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
<u>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services</u> . 1. <u>Reimbursement Eligibility</u> a. <u>General</u> . Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member’s and/or employee’s). b. <u>Uniformed Member</u> . Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>c. Civilian Employee. Reimbursement authority is for <i>an employee</i> who is:</p> <p>(1) A U.S. citizen (NOTE: An eligible dependent does not have to be a US citizen.)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. See item 5 below.</p> <p>d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. Fee for Visa, Green card, and Photographs for OCONUS Travel. These fees are reimbursable ICW official travel.</p> <p>7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See http://www.state.gov/travelandbusiness/. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p>						

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations</u>. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:</p> <p>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
Personal Expenses. <i>Personal expenses are not reimbursable.</i> These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
<p>Phone Calls (Official)</p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X	X	X
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Prepaid Phone Cards/Cell Phones. See Communication Services.						
Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X	X	X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. See mission-related expenses.		X		X	X	X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Toll Collection Transponder installed in a rental car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable unless the AO can determine it was necessary for official business.		X				
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
Visa and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

APPENDIX 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

A. Application. 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 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.

*B. Common TDY Travel Types. 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 any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together via no/limited reimbursement, and certain travel under special circumstances. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

*C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains 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. 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 when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

**TDY performed as part of a PCS move (i.e., TDY en route) is not paid under DTS.*

D. PCS Move Travel. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR/JTR Ch 4.

E. Invitational Travel Authorizations. See JFTR/JTR, APP E.

F. 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>) by location showing the lodging, meals and IE components are provided under separate issuance by the PDTATAC. These rates also are available from the CTO/TMC.

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 must 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/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/TMC or in-house travel arranger IAW TRANSCOM policy. The CTO/TMC 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/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:
 - a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) 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 JFTR, par. U2000-A2c/JTR, par. C2000-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 the traveler can rest before reporting back to work. *See JFTR, pars. U3125-B2a and U3125-B2b/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 uses 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 promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.

6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (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. 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 helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

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 (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, and must follow the rules in this regulation. The DoDFMR, Volume 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy

a. It is DoD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.***

b. ***A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs. NOTE: This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.***

2. Service Regulations. See DOD COMPONENT/Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. A commands/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO/TMC use. See par. T4005.

b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. 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 the 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 (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://biotech.law.lsu.edu/blaw/dodd/corres/pdf2/d45009p.pdf>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>; 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/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 (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/TMC 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 NTE 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, transportation reimbursement is NTE 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 JFTR, par. U4326, ***NOTE 1***/JTR, par. C1060, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. 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.*** When the AO authorizes 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, 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); GARS; 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 when authorized/approved in the travel authorization/order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. 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 vendor as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DoDFMR, 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 JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See JFTR, par. U3310-A1/JTR, par. C2150, item 8.

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 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 vendor 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 vendor listed that has a vehicle available for official GOV'T travel and this vendor 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.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. 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.) NTE 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/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. 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 mandatory insurance coverage required 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 TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, 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.

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 (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 (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/TMC makes lodging reservations and reflects the cost estimate (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 NTE 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/TMCs), 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 (APP A) concerned may authorize zero per diem or a [per diem rate \(http://www.defensetravel.dod.mil/perdiem/pdrates.html\)](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 COMPONENT's 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](#) is without effect and the locality [per diem rates](#) are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. See ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC 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% 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 charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: The maximum amount allowed for lodging (<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 (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>) 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 lasted 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/TMC should be used to make these arrangements unless the CTO/TMC 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/ JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.*

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

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless 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. (IE 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 IE to the 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 GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE 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 IE 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 1: *If all three meals are provided, only the IE for that day are payable.*

NOTE 2: *A continental breakfast is a deductible meal if it otherwise qualifies above.*

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/without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member)/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/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 \$5.00 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 is involved.

3. IE. The traveler is paid an IE 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 \$5.00. 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 IE.

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 IE 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 IE amount, a civilian employee receives the IE 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 NTE 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 IE 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 IE) 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 IE amount. 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 TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.** 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 TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). See par. U4105-I.

6.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1			
DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T 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 (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T 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
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

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

2/ Discount Meal Rate = Food costs only.

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

NOTE: For BAS see DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO/TMC, even though overnight lodging is not required.

- b. If travel is in the local area (see JFTR, par. U3500/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/JTR, par. C2192 for travel to/from a transportation terminal.
 - d. If a POC is used to/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/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) for each travel day. **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, NTE the PMR (not including IE) 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) annually. 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 Ready Reserve Select Reserve member, 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. T4030 and T4040, 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 GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T 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 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. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
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, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
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, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

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 and 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 Ready Reserve Select Reserve member 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 Ready Reserve Select Reserve member (***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 locality [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

NOTES:

- 1. The maximum allowed for CONUS or non-foreign OCONUS area [lodging](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<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) (<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 Member1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	Transportation 3/4/	Per Diem
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	Transportation 3/4/	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ 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

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
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 Ready Reserve Select Reserve member 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. Cost Estimate. A traveler should obtain an estimate from the CTO/TMC, or DTS Reservation Module, for the trip. It is the key to several travel and trip funding decisions. It informs the traveler and the AO in advance of the standard and actual arrangements, associated costs, and the allowance maximums. It includes costing for transportation to and from the TDY location, lodging (including tax), and rental car (if authorized). The estimate also reflects 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/TMC 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 estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. 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.

4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically charges reservations to an IBA or unit GTCC. Airline or rail tickets may also be charged to a CBA. While on the trip, the traveler should charge 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 travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of \$75 or more.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report within 5 working days after returning from the trip. The receipts (lodging and individual expenses of \$75 or more) must be attached to the expense report. EFT is the preferred reimbursement method, permitting the traveler to select:

(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. Option (a), does not require the traveler to write a check to the GTCC vendor for official expenses charged.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting 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.

4. 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.

5. Lost/Stolen/Unused Paper Tickets. See JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

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

- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a 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 paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***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 RESPONSIBILITIES

A. **General.** 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 expenses incurred ICW that mission and IAW this Regulation. For a civilian traveler, the AO must determine the travel purpose (see JTR/JFTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW 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. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an GTCC IBA. 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.

B. What's Allowable and Not Allowable

1. Transportation

a. **What an AO may direct.** Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation 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 JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-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 JFTR, par. U3125-B4/JTR, par. C2004-B4, and 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 (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip 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 use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use 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 the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an 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/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 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 ([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 ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be 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. ***Contract fare travel must never be used for personal travel. See JFTR/JTR, APP P, Part II, par. E.*** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange 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/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

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 Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

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 must 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 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's best interest, and approves the reimbursement 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 directed, 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/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/TMC 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 IE) 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:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO/TMC, 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.

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PART III: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

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

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

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

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

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

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

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

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, see APP Q, Part IV, par. A.

E. Tour Lengths

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

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Afghanistan		X			
Alaska					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
Ascension Island					X
Australia					
Northwest Cape		X			
Azores (See Portugal)		X			
Bahamas					
Andros Island		X			
Bahrain		X ¹⁸	X ²		
Bosnia-Herzegovina		X			
Banja Luka		X ⁹			
British Indian Ocean Territory					
Diego Garcia Island					X
Bulgaria			X ²		
Burma (See Myanmar)					

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Canada					
Newfoundland & Labrador					
Gander					X
Argentina		X ¹	X ²		X
Northwest Territories					X
St. Anthony					X
Christmas Island					X
Commonwealth of the N. Mariana Islands					
Saipan		X			
Croatia		X			
Cuba					
Guantanamo Bay		X ¹			X ²
Democratic Republic of Congo (formerly Zaire)		X			
Diego Garcia (See British Indian Ocean Territory)					
Dominican Republic		X			
Egypt		X ¹			X ²
El Salvador			X ²		
Eniwetok (See Marshall Islands)					
Ethiopia					X
Finland (all locations outside Helsinki)		X			
Greece		X			
Greenland			X		
Guam		X			
Haiti		X ¹			X ²
Honduras			X ²		
Hong Kong		X			
Hungary (eff 11-25-08)					
Papa		X ¹		X ²	
Iceland		X ⁴			X ^{2 6}
Indonesia					X ²
Iran (except as indicated below)					X
Isfahan		X			
Tehran		X			
Israel		X ¹	X ²		
Italy					
Sardinia (La Maddalena)		X ⁴	X ^{5 6}		
Sicily (Comiso and Ragusa)		X ⁴	X ^{5 6}		
Japan					
Iwo Jima					X
Kure		X ¹			X ²
Ryukyu Islands		X ¹			
Wakkanai		X ¹			X ²
Johnston Atoll		X ⁴			X ^{2 6}
Jordan		X			
Korea (except as indicated below)	X ³	X ¹			X ²
Dongducheon (Camps Casey, Hovey, Mobile, and Castle)		X ¹			X ²
Uijongbu (Camps Jackson, Red Cloud, Stanley)		X ¹			X ²
Kuwait		X ¹			X ²
Kwajalein (See Marshall Islands)					
Laos		X			
Liberia		X ⁹			
Libya			X		

APP Q: OCONUS Tour Lengths/Tours of Duty (JFTR/JTR)
Part 3: DoD Civilian Employee Standard Tours of Duty

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Mahe Island (See Seychelles)					
Marshall Islands					
Eniwetok					X
Kwajalein		X			
Mexico					
Coatzacoalcos		X ¹	X ^{2 6}		
Vera Cruz		X ¹	X ^{2 6}		
Midway Islands					X
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X ¹			X ²
Oman		X ¹			X ²
Pakistan (except as indicated below)			X		
Islamabad					X ²
Karachi					X ²
Lahore					X ²
Peshawar					X ²
Panama		X			
Philippines		X			
Portugal					
Azores		X			
Puerto Rico		X			
Romania			X ²		
Qatar		X ¹			X ²
Russia					
Moscow		X			
Saudi Arabia		X ^{1 7}			X ²
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X ¹			X ²
Turkey (except as indicated below)		X			
Cakmakli					X ²
Corlu					X ²
Diyarbakir					X ²
Izmir					X ²
Murs					X ²
Ortakoy					X ²
Sinop					X
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen, Republic of					
Sanaa		X ^{4 9}			X ^{2 6}
Zaire (See Democratic Republic of Congo)					

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

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

*3/ For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

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

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

*6/ For an employee serving on a renewal agreement.

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

*8/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

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

PART II: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DoD AGENCY which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations ([38 Comp. Gen. 800 \(1959\)](#) and [55 Id. 1332 \(1976\)](#)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part I.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:
 - a. Further Service or DoD AGENCY programs;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel authorization/order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel authorization/order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable [PMR](#) or TDY locality [M&IE rate](#) is paid

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel authorization/order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training ([39 Comp. Gen. 119 \(1959\)](#); and [B-244473, 13 January 1992](#)). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). ([31 Comp. Gen. 398 \(1952\)](#); [33 id. 126 \(1953\)](#)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from [FTR §301-74.25](#))

1. **General.** It is a general practice for conference planners to offer discounted “early bird” registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization/order to attend the conference has been generated. When the authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. **Traveler is Unable to Attend an Event for which Reimbursement Was Made** (adopted from [FTR §301-74.26](#)). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision ([B-300826, 3 March 2005](#)) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision

Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

*J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

*1. The PMR example uses the Standard CONUS M&IE rate of \$46 and the Standard GMR of \$10.80 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.

Step 1	Add the locality <u>meal rate</u> and <u>GMR</u>	*\$41.00 + \$10.80 = \$51.80
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	*\$51.80 ÷ 2 = \$25.90 (Rounded up to \$26.00)
Step 3	Add Step 2 total to the CONUS incidental expense rate	*\$26.00 + \$5.00 = \$31.00
Step 4	Proportional Meal and Incidental Expense Rate	\$31.00

*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$29.00 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	*\$55 + [(\$46 (M&IE) x 75 %) = \$34.50] =	*\$ 89.50
Day 2	*\$55 + \$29 (PMR) =	*84.00
Day 3	*\$46 x 75% =	*34.50
TOTAL		*\$ 208.00