

**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)****Change 277 — 1 January 2010**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 January 2010 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**LYNN S. HEIRAKUJI**

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

**CURTIS B. ODOM**

Director of Personnel Management  
United States Coast Guard

**DR. RUSSELL BELAND**

Deputy Assistant Secretary of the Navy (MPP)  
(Manpower and Reserve Affairs)

**JONATHAN W. BAILEY**

RADM, NOAA  
Director, NOAA Corps

**EDMUNDO A. GONZALES**

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

**DENISE S. CANTON**

RADM, USPHS  
Director, OCCFM

D. Applicable MAP Items. This change includes all material written in the following MAP items: 74-09(E); 82-09(E); 87-09(E); 88-09(E); 96-09(I); 98-09(I) through 101-09(I); 106-09(I); 107-09(I); 110-09(I) through 112-09(I); 114-09(I); and 117-09(I).

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

Introduction; APP A1; APP B; APP D. Moves APPs B and D information to JFTR/JTR Introduction and APP A1.

U1500-A2. Corrects reference.

U1500-C. Implements the \$2 change from breakfast to lunch and adds \$5 to the evening meal rate per the 1 October 2009 per diem rate change.

U3005. Adds wording to clarify that there is no mandatory POC driving distance required per day for TDY or PCS travel.

U3010; U5113-B; APP A (PCS Authorization/Order Effective Date). Adds a safe haven location as an official leg of the journey for PCS travel, including paying 75% on arrival and departure days, and to the definition of PCS Authorization Effective Date in APP A.

U4135; APP G. Provides AO dual lodging considerations and limits any TDY dual lodging period to 14 consecutive days with extensions beyond 14 days approved by the Secretarial Process.

U4265-C. Modifies example in par. U4265-C to include IE.

U5310-A7 & C; U5315-B; U5320-B. Establishes an unaccompanied baggage (UB) weight limit ICW PCS travel.

U5464; U5465. Relocates information found in par. U5478 to par. U5465 and add reference to the Surface Deployment and Distribution Command (SDDC) website.

U5620-A1. Changes “Coast Guard Personnel Command (CGPC)” to “Coast Guard Personnel Service Center (CGPSC).”

U5630-B15; Tables U5G-1 & 2. Increases the DLA rates effective 1 January 2010 based on the monthly basic pay increase of 3.4% IAW 37 USC §1009 and Section 601 of FY 10 NDAA (P.L. 111-84, 28 October 2009).

U5635. Reorganizes and reformats DLA Table U5G3.

U9155-A. Changes the term ‘mandatory’ to ‘necessary’ to agree with the remainder of Part C, Sec. 1.

U10414-D3. Clarifies when a member is authorized FSH-O/FSH-B, even though one or more (but not all) dependents visit for longer than 90 days.

U10414-E. Corrects reference for the definition of vicinity.

APP A. Merges JFTR/JTR APP A into one Appendix with four parts.

**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

**CHANGE 277**

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, 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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**INTRODUCTION TO**  
**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)**  
**FOR UNIFORMED SERVICE MEMBERS**

**FOREWORD**

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

**PURPOSE AND AUTHORITY**

This Volume's regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

*When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see par. UI1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoD Directive 5154.29.*

If there is a headquarters dispersal, each Committee member has authority to prescribe the allowances in these regulations. Each Committee member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)//BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. At that time, the Committee is again vested with the regulation-issuing authority.

The JFTR is issued under the following authorities:

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapter 7) and Title 10;
2. DoD Directives, such as DoDD 1315.07, and 5154.29, and DoD Instructions such as DoDI 1315.18, and 1327.06; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

**TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS**

Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

## VOUCHER SETTLEMENT APPEAL

A member appealing a travel voucher settlement must submit the appeal via the local servicing finance office (i.e., the office that made the payment) IAW guidance provided by that Service and IAW detailed procedures set forth in [DoDI 1340.21](#), effective 12 May 2004. <http://www.dtic.mil/whs/directives/corres/pdf/134021p.pdf>. It is the member's responsibility to properly submit the travel voucher.

DOHA is the final appeal authority. A member must first submit the appeal via the proper Service address or the direction below. An appeal sent directly to DOHA is not properly submitted.

1. Army/Air Force/Marine Corps: DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700
2. Navy: DFAS-PTCA/CO, PO Box 182317, Columbus, Ohio 43218-2317
3. Coast Guard: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801
4. NOAA Corps: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333
5. U.S. Public Health Service: Submit to the proper Operating Division IAW guidance provided by Service agreement.

The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

## APPEAL PROCESS

An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See DoDI 1340.21, effective 12 May 2004. A copy of the request should be sent to the PDTATAC Chief.

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the GOV'T Accountability Office (GAO – formerly the General Accounting Office), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

For [DOHA](#) information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.

For [GSBCA](#) decisions visit their website at: <http://www.gsbca.gsa.gov/>.

For [CBCA](#) decisions visit their website at: <http://www.cbca.gsa.gov/>.

**PARAGRAPH NUMBERING SYSTEM**

The paragraph numbering system of the JFTR is coordinated with that of the JTR. The letter "U," precedes a JFTR 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing existing paragraph numbering.**

Paragraph: U5310-B2a(1)(a)

- Volume 1 .....
- Chapter 5 .....
- Paragraph 310 .....
- Subparagraphs .....

JFTR references and citations should be in the following format:

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

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

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific reference should be used.

**CHANGES**

Uniformed Travel Determinations (UTDs) make changes to the JFTR. A UTD is effective on its indicated date. The change in a UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chair, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, changes reflect the specific effective date.

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

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

Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS [per diem rates](#).

**FEEDBACK REPORTING**

Recommendations for JFTR changes should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2<sup>nd</sup> Street SW STOP 7801, Washington, DC 20593-7801;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061; or
8. Office of the SECDEF and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

#### **HOW TO GET THE JFTR**

JFTR material may be downloaded and printed from the following website:

<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>.

#### **\*HOW TO OBTAIN LOCALITY PER DIEM RATES**

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

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**PART D: ISSUANCE OF MEAL TICKETS**

**U1500 MEAL TICKETS**

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Ch 5 (for PCS), Ch 4 (for TDY and for members traveling together under an authorization/order directing no/limited reimbursement), Ch 7 (for persons in special categories), and

\*2. To members traveling together with no/limited reimbursement directed in the authorization/order (par. U4102-O) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (par. U1010-B4).

C. Value. The maximum rate per meal per member is NTE the applicable amount below. Meals may be acquired at lower cost.

<b>Meal</b>	<b>*Rate</b> <i>(Eff 13 October 2009)</i>
Morning	\$ 7
Noon	\$ 11
Evening	\$ 23

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## PART A: APPLICABILITY AND GENERAL RULES

### U3000 SCOPE

A. Applicability. This Chapter applies to all travel incident to TDY and PCS by any transportation mode. It prescribes rules concerning accommodations a member or dependents may use on a specific mode, U.S.-certificated carrier use, travel agency use, transportation expense reimbursement, travel within and around a member's TDY or PDS location, and accompanied baggage transportation authorization.

B. Transportation Mode. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. GOV'T (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial (including GOV'T-contracted) aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC,
4. Special conveyance,
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

***NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of GOV'T Aircraft and Air Travel, Encl. 2.***

### U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), ship (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and special conveyance cost. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Ch 4, Part B and C.

### U3002 DIRECTING TRANSPORTATION MODE

***NOTE: Throughout par. U3002 and the rest of these regulations, users must remember that it is MANDATORY DoD policy to use CTOs/TMCs for all official transportation requirements.***

A. General. The AO official may direct the use of one or more transportation modes for a member on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (par. U5107) for an individual PCS move. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.*** See par. U3120 regarding mandatory CTO/TMC use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Ch 3, Part E.

### **U3003 AUTHORIZED MODE**

The AO, when not required to direct the transportation mode, ordinarily determines the authorized transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the AO fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

### **U3005 TRAVEL TIME**

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by GOV'T conveyance (except GOV'T automobile) and/or common carrier obtained by ***GOV'T-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, NTE the allowable travel time for the directed transportation mode.

#### C. POC

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

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

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. See par. U5160-E ICW additional travel time.

\*3. Driving Distance Per Day. There is no mandatory distance that must be driven per day.

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

#### E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T's Advantage. If a member travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3305-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3305-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T's Advantage. If a member travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3305-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total time cannot exceed that authorized in par. U3305-A for commercial transportation for the official distance of the ordered travel.

F. Travel by Special Conveyance. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

#### **U3006 TRAVEL SCHEDULE**

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being; and
6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

#### **\*U3010 SEPARATE JOURNEYS**

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. A designated place,
11. A COT leave location,
- \*12. Safe haven location IAW par. U5120-I,

- \*13. POV loading port/VPC,
- \*14. POV unloading port/VPC, and
- \*15. POV storage facility.

### U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. Par. U3015 prescribes transportation authority for accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations:

1. Do not include pets (par. U5810-D); and
2. A traveler who purchases an airline ticket to accommodate circuitous or personal convenience travel ICW official travel is not authorized reimbursement for excess baggage costs that would not be incurred if GOV'T-procured airline tickets were available and used (par. U2010).

B. Authorization/Approval for Excess Accompanied Baggage. Excess accompanied baggage may be authorized/approved by the Secretarial Process under official travel IAW Service regulations. ***The traveler should be financially prepared to pay for excess accompanied baggage while traveling.*** Examples of when excess accompanied baggage transportation may be necessary involving official travel only are:

1. Family size; or
2. A traveler with a disability/special needs (i.e., ambulatory or respiratory aids); or
3. Professional article(s)/material required for the performance of official duties at the TDY/next PDS location.

C. Baggage Cost Payment. See APP G regarding excess accompanied baggage expenses reimbursement.

1. Excess Accompanied Baggage Transportation Charges. Excess accompanied baggage transportation costs may be paid only when authorized/approved under par. U3015-B IAW a Service's policy. Excess accompanied baggage charges that have been authorized before travel occurs may be included in documents for GOV'T-procured transportation, or the member may be reimbursed for the charges.
2. Accompanied Baggage Transfer. Itemized necessary accompanied baggage transfer expenses are reimbursable except when the member is receiving TDY mileage or MALT.
3. Accompanied Baggage Checking and Handling. Itemized accompanied baggage checking expenses are reimbursable except when the member is receiving TDY mileage or MALT. See APP G for accompanied baggage handling tip reimbursement.
4. Excess Accompanied Baggage Reimbursement. An excess accompanied baggage charge/fee reimbursement may be authorized prior to/approved after the completed official travel IAW Service regulations.

D. Return of Accompanied Baggage that Was Part of a Troop Movement to the Member. When a member's accompanied baggage is shipped as part of a troop movement but the member's name is later deleted from the movement authorization/order, an expedited transportation mode may be used to return or forward the accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

## PART B: PER DIEM

### U4100 GENERAL

Per diem is designed to offset the costs of lodging, M&IE incurred while performing travel, and/or TDY away from the PDS. Per diem is payable for whole days, except for PDS departure/return days that are reimbursed IAW par. U4147. *The per diem rate is determined based on the TDY location, not the lodging location.* See par. U4129-G if neither GOV'T QTRS nor commercial lodgings are available at the TDY location.

**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 front gate location for the reservation, station or other established area. Refer to the [U.S. Census Bureau website \(http://quickfacts.census.gov/cgi-bin/qfd/lookup\)](http://quickfacts.census.gov/cgi-bin/qfd/lookup) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a [Standard CONUS](#) per diem rate location (par. U2025).*

### U4101 WHEN IS PER DIEM AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and related travel, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS authorization/order,
4. Delays to qualify for reduced travel fares (par. U4326-E).

### U4102 CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a CONTINGENCY OPERATION TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

**NOTE:** *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day (par. U5160).*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized 'Lodgings-Plus' per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the PDS limits. This does not preclude per diem payment on the departure day from or return day to the PDS ICW TDY away from the PDS. For transportation allowances see Ch 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and lodgings necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per

diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent residence at the old PDS and was in temporary lodgings during the TDY. **Exception:** A member who detaches (signs out 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: A member 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 signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member 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. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized at the PDS.

E. TDY within the PDS Local Area (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the PDS local area (outside the limits) as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be paid under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances, see par. U3001. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized within the PDS local area.

F. Round Trip within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed IAW par. U4510 when the member is required to procure a meal/meals at personal expense outside the PDS limits. See Ch 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an authorization/order directing no/limited reimbursement (par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or QTRS necessarily procured are paid under par. U4510.

H. Navigational and Proficiency Flights. **A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.**

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS authorization/order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that authorization/order ([57 Comp. Gen. 178 \(1977\)](#)).

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. **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 member's PDS and/or returns to the port at the PDS.** The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When lodgings are required to be retained at the same or a prior TDY location, reimbursement for the lodgings cost is IAW par. U4135.

K. Aboard Ship Constructed by a Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When lodgings are required to be retained at the same or a prior TDY location, reimbursement for the lodgings cost is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge and/or GOV'T meals at no charge for an enlisted member, were not available during stated field duty periods.
2. Member is participating in the operation advance planning or critique phase.

3. Secretary Concerned authorized per diem payment to a member who is performing field duty while in a travel status IAW par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or lodgings necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. TDY aboard Foreign (Non-government) Ship. A member is not authorized per diem for any TDY period aboard a non-government foreign ship when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day. If a member is required to retain unoccupied lodgings at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the lodgings cost must be made under par. U4135.

N. Member in a Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as, or determined to be, absent in a missing status under the Missing Persons Act ([44 Comp. Gen. 657 \(1965\)](#)).

O. Members Traveling Together. 'Members 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 members' authorization(s)/order(s) direct(s) limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the members. ***No per diem is payable on days members travel when the authorization(s)/order(s) direct(s) limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include per diem for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member 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. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or lodgings are not available, occasional meals and lodgings are paid IAW par. U4510. Limited reimbursement refers to reimbursement for occasional meals and lodgings.

P. Straggler. A member, who becomes separated from the others while traveling as one of several members traveling together under an authorization/order directing limited or no reimbursement, must be provided for in the manner prescribed in Ch 7, Part N.

#### **U4105 PER DIEM PAYABLE IN SPECIFIC CASES**

A. TDY ICW Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the GOV'T.

#### **B. Travel by U.S. or Foreign Government Ship for 24 or More Hours**

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS. This rate is paid in lieu of the prescribed rate regardless of the OCONUS location and may be paid during a period that would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization/order. The authorized rate should be paid for the specified time period and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the appropriate Department headquarters or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the ordered travel official distance.

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown to the member prior to the member's departure on leave.*** If the TDY is known by the member before departure on leave, the member 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 point if the TDY requirement is known before leave is begun (APP P2).***

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

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the authorization/order is received, whichever applies), and the TDY location (par. U3100-B). TDY allowances are payable at the TDY location.

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

- (1) Leave address (or place at which the authorization/order is received, whichever applies), to the TDY station (par. U3100-B), and
- (2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Authorization/Order Canceled while the Member Is en route to a TDY Station. If a TDY authorization/order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. ***Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972)).***

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the PDS limits when authorized by competent authority. ***Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property provided overnight accommodations are used by reason of such duty.*** See Ch 3 for transportation allowances.

I. CONTINGENCY OPERATION Flat Rate Per Diem. The Secretary Concerned may authorize a CONTINGENCY OPERATION flat rate per diem for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 consecutive days at one location. The CONTINGENCY OPERATION flat rate per diem is equal to 55% of the applicable maximum locality [per diem rate](#). Retroactive application of this authority to an existing travel authorization/order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance ([24 Comp. Gen. 439 \(1944\)](#)) (APP A).

1. Limitations. The following circumstances may affect per diem reimbursement.

- a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).
- b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.
- c. Dual lodging (par. U4135).

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat rate per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. CONTINGENCY OPERATION Per Diem Exception. The Secretary Concerned or authorized delegated authority may adjust the CONTINGENCY OPERATION flat rate per diem when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

4. Per Diem Computation. The CONTINGENCY OPERATION flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable maximum daily TDY locality [per diem rate](#), plus lodging tax (par. U4105-I4c). *A lodging receipt is not required; however, one may be necessary IAW Service regulations to support a lodging tax miscellaneous reimbursable expense.* Ensure the member has asked about and taken advantage of any tax exemption that may exist.

- a. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a miscellaneous reimbursable expense if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS (par. U4147).
- b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of the M&IE on the return day at the PDS.
- c. Lodging tax in CONUS and in non-foreign OCONUS areas is a miscellaneous reimbursable expense in addition to the 55% (or appropriate percentage) per diem. *Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling and is not a miscellaneous reimbursable expense.*
- d. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location where a CONTINGENCY OPERATION flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate (par. U4145-B). The CONTINGENCY OPERATION flat rate per diem rate is effective the day after the member reports to the TDY location (pars. U4149 or U4151).
- e. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4105-I1c). The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4149 or U4151).

5. Computation Example. A member is ordered TDY to a CONUS location for two years ICW a CONTINGENCY OPERATION. The Secretary Concerned authorizes 55% CONTINGENCY OPERATION flat rate per diem in the TDY authorization/order at the onset. The locality per diem rate for the location is \$259 (\$198/\$61). The actual long-term lodging cost is anticipated to be \$95/night (on a monthly or yearly lease) and the daily lodging tax is \$15, a miscellaneous reimbursable expense.

The CONTINGENCY OPERATION flat rate per diem is set at 55% or \$143 ( $\$259 \times 55\% = \$142.45$ , rounded up to \$143), plus lodging tax of \$15/night.

Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night. **NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or  $\$198 \times .5 = \$99$ ) plus the appropriate lodging tax.**

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ( $\$61 \times 75\% = \$45.75$ )) plus lodging tax of \$15.

Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

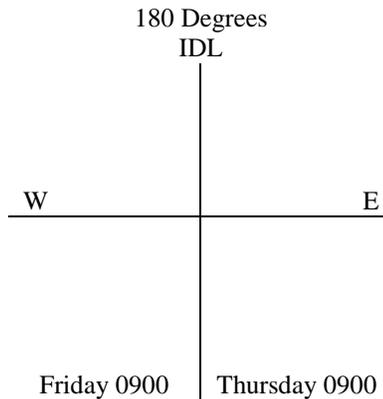
Pay the departure TDY day to the PDS - \$45.75 ( $\$61 \times 75\% = \$45.75$ ).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS authorization/order or information indicating that the member will be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. See par. U7125-C if the TDY station is designated as the new PDS *effective immediately*.

**U4115 INTERNATIONAL DATELINE**

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

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem and making cost comparisons under par. U4115:

<b>EXAMPLE 1</b>			
<b>TDY Travel Involving IDL with a 'Lost' Day</b>			
The 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 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
<b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$135 + \$90 = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

**EXAMPLE 2**

**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 (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

**U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD**

Per diem computed under this Part is based on the 'Lodgings-Plus' computation method. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

**U4127 LODGING TAX UNDER 'LODGINGS-PLUS'**

A. CONUS and Non-foreign OCONUS Areas. The maximum locality [lodging](#) amount in CONUS and non-foreign OCONUS areas does not include lodging tax. Lodging tax in CONUS and non-foreign OCONUS areas is a miscellaneous reimbursable expense when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid (APP G).

B. Foreign Areas. The maximum locality [lodging](#) amount in foreign areas includes a lodging tax amount. *Lodging tax in foreign areas is not a miscellaneous reimbursable expense when per diem (or Ch 4, Part C AEA) is paid.*

**U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD**

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum TDY locality [lodging](#) ceiling, whichever is less. Reimbursement computation is in par. U1045 for the commercial lodging cost incurred for any day that the member was TDY to a U.S. INSTALLATION and GOV'T QTRS were available and directed on that U.S. INSTALLATION.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. GOV'T QTRS. A fee/service charge paid NTE the TDY locality lodging ceiling for GOV'T QTRS is an allowable lodging expense.

D. Multiple Occupancy. For multiple occupancy, each official traveler is allowed the appropriate percentage (e.g., 2 occupants –each receive 50%; 3 occupants, each receive 33%) of the rate charged if a room is shared with another/other official traveler(s). ***NOTE: Multiple occupancy does not limit a traveler’s lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.*** Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

E. Lodging with a Friend or Relative. ***Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.*** A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. ***The Service/Agency cannot direct the member to lodge with friends or relatives.***

**Example 1:** A member (outpatient) and a DoD civilian employee (attendant), 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 member is not authorized lodging reimbursement, but the DoD civilian employee possibly may be eligible for reimbursement of some lodging costs (JTR, par. C4555-B3).

**Example 2:** A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room tax on the single rate, if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (Ch 4, Part C) ceiling for the location at which lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither GOV'T QTRS nor commercial lodgings are available. ***NOTE: Par. U4129-G 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.***

#### **U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY**

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as lodgings. Par. U4129-E applies for lodging with a friend/relative.

B. Expenses. Allowable lodging expenses are:

1. Apartment, house, or recreational vehicle rent;
2. Parking space for the recreational vehicle rent;
3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

***NOTE 1:*** *Some rental agreements (i.e., furniture rental agreements) include option-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:*** *A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a 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. Adopted from [GSBCA 16699-TRAV, 17 August 2005](#) (This decision is available at: <http://www.gsbca.gsa.gov/travel/u1669917.pdf>).*

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. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point ([B-254626, 17 February 1994](#)).

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

#### **U4133 LODGING COST UNDER THE BARTER SYSTEM**

A member, TDY in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20% of the locality per diem lodging ceiling. *As an exception to the \$75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodgings received if required by finance regulations.*

#### **U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY**

\*A. Per Diem Basis. When the AO determines it is 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 lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

\*B. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Considerations for dual lodging reimbursement include:

1. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#));
2. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) ([GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#)); and
3. Practicality of checking out ([B-257670, 10 January 1995](#)).

\*C. Miscellaneous Reimbursable Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous reimbursable expense (APP G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

\*D. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Receipts are required for dual lodging claims.

\*E. Limitation. *Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel.* Dual lodging must be approved after the fact by an amended authorization/order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process.

\*F. Long-term Dual Lodgings Occupancy. *Long-term reimbursement for dual lodging is not permitted and an authorization/order may not contain such a provision.*

\*G. Example. An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized. The known TDY locations must be named in the authorization/order.*

<b>EXAMPLE 1</b>			
<b><i>NOTE: Lodging tax is not a miscellaneous reimbursable expense in addition to per diem when TDY is in a foreign OCONUS area.</i></b>			
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a miscellaneous reimbursable expense (APP G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.			
<b>Per Diem Rates for This Example</b>			
<b>Location</b>	<b>Max Lodging</b>	<b>M&amp;IE</b>	<b>Total</b>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b>Reimbursement for the Location A Apartment for 5 days</b>			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
<b>Per Diem for the TDY Assignment in Location B</b>			
<b>First Day</b>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (see <b>NOTE</b> )	
<b>Second thru Fifth Day</b>			
(Lodging cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax (see <b>NOTE</b> )	
<b>Return day to Location A</b>			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

<b>EXAMPLE 2</b>			
<b><i>NOTE: Lodging tax is not a miscellaneous reimbursable expense in addition to per diem when TDY is in a foreign OCONUS area.</i></b>			
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 (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.			
<b>Per Diem Rates for This Example</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for GOV'T QTRS for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b>			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <b><i>NOTE</i></b> )	
<b>Second and Third Day</b>			
(Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax (see <b><i>NOTE</i></b> )	
<b>Day of Return to Location C</b>			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

**U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS**

A member 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, sewer charges;

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)). *In no case may the total lodgings per diem payable exceed the applicable TDY maximum locality lodgings ceiling unless an AEA (see Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.*

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

#### U4139 COST FOR LODGINGS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

The cost for lodgings jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status receives TLA for dependents (par. U9160-C). When dependents are not traveling at GOV'T expense, the member is authorized the single room rate.

#### U4140 LODGINGS WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is to be 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 (pars. U4131, U4137, and U4141).

#### U4141 LODGINGS 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 member is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).

This computation presumes that the member 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** (par. U4137).

EXAMPLE
1. A member is TDY at a location at which the per diem is \$116 (\$70/ \$46).
2. The member 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 member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June.

**NOTE: See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a CONTINGENCY OPERATION or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.**

#### U4143 LODGINGS AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the GOV'T for the member's lodging, M&IE may not exceed the applicable per diem authorized in this Part ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)) unless an AEA is authorized/approved under Ch 4, Part C. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" (adopted from [GSBCA 15890-TRAV, 29 July 2003](#)).**

#### U4145 PER DIEM COMPUTATION

A. **General.** Ordinarily, per diem is based on the member's TDY location at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. **Stopover Point.** If authorized travel requires more than 1 day and a stopover for the night that includes lodging (**NOTE: Lodging does not include sleeping in the transportation terminal.**) is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes. **NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.**

D. Meal Rate. The meal rate established by the authorization/order cannot be reduced after the ordered travel has been completed except for a deductible meal (GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess are not deductible meals). See par. U4165. However, an AO/schoolhouse commander may amend an authorization/order to direct immediate and/or future meal rate changes.

**U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS**

A. Rate. 75% of the appropriate M&IE rate is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. **On these days, the GMR or PMR do not apply.**

B. Departure Day. The per diem rate for the PDS departure day is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

C. Return Day. 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 based on the M&IE rate applicable to the preceding calendar day. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is based on the M&IE rate applicable to the preceding day (last TDY or authorized delay point). 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. **NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.**

<u>Example</u>	
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	

**U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. Applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel.

B. GMR. The standard GMR paid for meals in a GOV'T dining facility/mess plus \$5 IE is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available (see **NOTE** below) on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

***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 rather than the GMR and \$5 IE. Just because the GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to GMR.

C. PMR. The PMR plus \$5 IE is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

***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 rather than the PMR and \$5 IE. Just because the GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to PMR.

#### **U4150 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

#### **U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

***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 rather than the GMR and the locality IE rate unless the \$3.50 IE rate is authorized under par. U4151-D. Just because the GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality M&IE to GMR.

A. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus the Locality IE Rate. The GMR plus locality IE rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

C. PMR plus Locality IE. The PMR plus locality IE rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

3. The member is not traveling.

D. OCONUS IE

1. Except for Coast Guard members, the OCONUS locality [IE rate](#) is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 must be stated on the authorization/order for it to be paid.***

2. For Coast Guard the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (see ***NOTE*** below) on that U.S. INSTALLATION. Two exceptions are noted below. The AOs can determine that \$3.50 is:

a. Adequate when the member is *not lodged* on a U.S. INSTALLATION. ***The OCONUS IE rate of \$3.50 may be authorized and must be stated in the travel authorization/order.***

b. *Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel authorization/order.*

***NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality IE rate unless the \$3.50 IE rate is authorized under par. U4151-D. Just because the GOV'T QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality IE rate to \$3.50.***

**U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT**

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

**U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)**

A schoolhouse commander is authorized to determine if one of the two meal rates based on GOV'T dining facility/mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY 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 in the authorization/order. If that information is not available prior to authorization/order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

**U4157 LODGING PER DIEM COMPUTATION**

Lodging reimbursement while on TDY or at a delay point, may not exceed the locality per diem [lodging](#) ceiling for the TDY or delay location. The lodging cost or the locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply if par. U4129-G applies.

#### U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

M&IE of 75% of the [M&IE rate](#) for the TDY location is payable for each travel day. If more than one TDY location is involved and lodging is not required, M&IE of 75% of the highest M&IE rate is payable on each day (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). If lodging must be obtained, the rules for travel of more than 24 hours apply. *Per diem is not authorized under par. U4159 when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area these rules or rules for over 24 hours apply.* See par. U4510 for occasional meals authority.

#### U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

A. General. When a member on TDY travels by POC partly by road and partly by car ferry (circuitously or otherwise), the member is authorized per diem while traveling on the ferry. See par. U3330 for transportation reimbursement.

B. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the ferry transportation cost) is authorized.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member 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 member's location at 2400 on that day (par. U4145-A).

D. 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 member's location at 2400 on the debarkation day (par. U4145-A).

#### U4163 ESSENTIAL UNIT MESSING (EUM)

A. Authority. There is no authority to pay the M&IE meal portion when the Secretary Concerned, or for a JTF the Combatant/JTF Commander, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness.

1. The prohibition on paying the M&IE meal portion begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.

2. The CONUS IE rate is \$5, or the appropriate OCONUS [IE rate](#), or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. *The \$3.50 rate must be stated on the authorization/order for it to be paid.*

B. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510.

C. IE Rate. *IAW par. U4151-D, if an authorization/order does not state otherwise, locality IE rate is paid.*

#### U4165 DEDUCTIBLE MEALS

A. PMR Application. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals is/are provided (APP R2, 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 provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.*

B. Deductible Meal. A deductible meal is a meal:

1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);
2. Included in a GOV'T-paid registration fee;
3. 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;
4. Furnished by the GOV'T at no cost to a member (par. U4167);
5. 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
6. 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/meeting 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 declared (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: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

C. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the traveler, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality IE rate, or \$3.50 OCONUS).

D. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the member:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may request substantiating documentation from the appropriate professional authority), and
2. Attempted, but was unable, to make, alternative meal arrangements for a substitute meal, and
3. Must purchase a meal that satisfies the medical requirements or religious beliefs.
4. Is unable to eat the deductible meal due to mission.

#### **U4167 NON-DEDUCTIBLE MEALS**

A. Non-Deductible Meal. The following are not deductible meals:

1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***
2. In-flight meals,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or

7. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

B. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the member, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality [IE rate](#), or \$3.50 OCONUS).

#### **U4169 LODGINGS REQUIRED ON THE DAY TRAVEL ENDS**

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

#### **U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT**

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. U4165-B5 and B6 when a charge for meals is added to the lodging cost.

#### **U4173 PER DIEM COMPUTATION EXAMPLES**

A. GOV'T Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only (Current GMR in APP A).

B. U.S. and Non-foreign OCONUS Lodging Tax. 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 miscellaneous reimbursable expense, except when 'MALT-Plus' per diem for POC travel is paid.

C. Foreign Lodging Tax. The maximum amount allowed for [lodging](#) in foreign areas includes a lodging tax amount. Lodging tax in foreign areas is not a miscellaneous reimbursable expense.

D. Examples

1. Example 1. Per Diem Rate/POC TDY Mileage Computation

<b>EXAMPLE 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
A traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the travel authorization/order (par. U3305-B). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
The maximum per diem rate for the TDY location is \$116 (\$70/ \$46); actual lodging cost is \$72/night. The 12-hour rule does not apply because the TDY period is over 12 hours.					
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>					
<b>ITINERARY</b>					
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Per Diem Rate</b>	<b>Lodging Cost</b>	<b>POC Distance</b>
10 May	Residence	1st Stopover	\$116 (\$70/ \$46)	\$60	400 miles
11 May	En Route	TDY Station	\$116 (\$70/ \$46)	\$72	15 miles
12 May	TDY Station	TDY Station	\$116 (\$70/ \$46)	\$72	
13 May	TDY Station	2nd Stopover	\$118 (\$72/ \$46)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover M&IE		50 miles
<b>REIMBURSEMENT</b>					
Day 1	\$60 + (\$46 x 75%) =				\$ 94.50
Day 2	\$72 = (\$72 limited to \$70) + \$46 =				\$116.00
Day 3	\$72 = (\$72 limited to \$70) + \$46 =				\$116.00
Day 4	\$60 + \$46 =				\$106.00
Day 5	\$46 x 75% =				\$ 34.50
1 round trip of 830 miles (official distance) x \$0.55/mile =					\$456.50
<b>Total Reimbursement</b>					<b>\$923.50</b>

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

<b>EXAMPLE 2</b>			
<b>Per Diem Rate – GMR/PMR and POC TDY Mileage Computation</b>			
<p>A member is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.</p> <p>POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order (par. U3305-B).</p> <p>The maximum per diem rate is \$116 (\$70/ \$46). GMR (par. U4149-B) is \$10.80 and the PMR (par. U4149-C) is \$26 plus the CONUS \$5 IE rate applies in this example.</p> <p><b><i>NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.</i></b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
15 March	\$6 + (\$46 x 75%) =		\$40.50
16 March	\$6 + \$10.80 (GMR) + \$5 (IE) =		\$21.80
17 March	\$6 + \$26 (PMR) + \$5 (IE) =		\$37.00
18 March	\$6 + \$10.80 (GMR) + \$5 (IE) =		\$21.80
19 March	\$46 x 75% =		\$34.50
1 round trip of 650 miles (official distance) x \$0.55/mile =			\$357.50
<b>Total Reimbursement</b>			<b>\$513.10</b>

3. Example 3. Per Diem Rate – AOR Travel Computation

<b>EXAMPLE 3</b>				
<b>Per Diem Rate – AOR Travel Computation</b>				
A member is authorized TDY in an AOR. On 2 Jan, the member departed the residence via POC, and was en route awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The member stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The member departed the AOR TDY station and arrived at another AOR location on 31 Jan. The member departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The member 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
<b>Reimbursement</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15.00/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>Reimbursement for per diem due member</b>				<b>\$317.75</b>

**U4174 RETURN TO PDS DURING EXTENDED TDY**

A. General

1. For par. U4174, "extended TDY" means directed travel of 3 or more weeks.
2. A member 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 member 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 member remained at the TDY location.*
4. *Authorized return to the PDS or place of abode is not authorized for Coast Guard.*

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 reimbursement for transportation expenses (par. U4176).*

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 member's regular duty hours or during authorized leave periods.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4175.

C. Lodgings Retained at TDY Location.

1. Lodging Retained at TDY Location during Voluntary Return. If the member retains lodging at the TDY location during a voluntary (per par. U7175) return, the member is financially responsible for the retained room cost while gone except IAW pars. U7225 or U7226.

2. Lodging Retained at TDY Location during Authorized Return. 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;

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

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

If authorized/approved, the costs of lodging retained at the TDY site are paid as a miscellaneous reimbursable expense (up to the maximum lodging rate). See par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

## U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC member.

2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:

a. Per diem or AEA for the actual travel time (***no per diem or AEA while at the PDS***) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or

b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

***NOTE: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a miscellaneous reimbursable expense. OCONUS foreign lodging tax is not a miscellaneous reimbursable expense.***

3. Allowances Not Authorized. No per diem is credited for any day the member was in a leave status.

4. CONTINGENCY OPERATION. See par. U7225 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

***NOTE: The GMR used in the following example(s) is for illustrative purposes only (Current GMR in APP A).***

1. Example 1

<b>EXAMPLE 1</b>			
<b>Per Diem and POC TDY Mileage Computation</b>			
A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$119 (\$73/ \$46). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS (par. U4102-D).			
POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/ order for one round trip (par. U3305-B).			
The traveler is due \$1,490.50 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>			
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>POC Distance</b>
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
23 June	$\$65 + (\$46 \times 75\%) =$		\$99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$34.50
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$99.50
30 June-2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.55/mile =			\$715.00
<b>Actual Cost Total</b>			<b>\$1,649.00</b>
<b>Constructed Cost</b>			
23 June	$\$65 + (\$46 \times 75\%) =$		\$99.50
24 June-2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$34.50
1 round trip of 650 miles (official distance) x \$0.55/mile =			\$357.50
<b>Constructed Cost Total</b>			<b>\$1,490.50</b>

2. Example 2

<b>EXAMPLE 2</b>			
<b>Per Diem, GMR and POC TDY Mileage Computation</b>			
A member is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.			
The maximum per diem rate is \$116 (\$70/ \$46). The GMR (par. U4149-B) is \$10.80 plus \$5 IE for this example.			
POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/ order for one round trip (par. U3305-B).			
The member is due \$409.30 (constructed cost since it is less than the actual cost for this example).			
<b>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only –APP A for the current GMR.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	\$6 + (\$46 x 75%) =		\$40.50
10 July	\$6 + \$10.80 + \$5 (IE) =		\$21.80
11 July	\$46 x 75% =		\$34.50
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	\$6 + (\$46 x 75%) =		\$40.50
14-15 July	\$6 + \$10.80 + \$5 (IE) = \$21.80/day x 2 days =		\$43.60
16 July	\$46 x 75% =		\$34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.55/mile =			\$407.00
<b>Actual Cost Total</b>			<b>\$622.40</b>
<b>Constructed Cost</b>			
9 July	\$6 + (\$46 x 75%) =		\$40.50
10-15 July	\$6 + \$10.80 + \$5 (IE) = \$21.80/days times 6 days =		\$130.80
16 July	\$46 x 75% =		\$34.50
1 round trip of 370 miles (official distance) x \$0.55/mile =			\$203.50
<b>Constructed Cost Total</b>			<b>\$409.30</b>

**U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS**

*A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized transportation expense reimbursement.* The member 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 member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location ([B-200856, 3 August, 1981](#); and [B-214886, 3 July, 1984](#)).

**Example 1:** Member TDY from Location A to Location B (with a maximum per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a miscellaneous reimbursable expense amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the Location C maximum per diem rate is \$203 (\$149/ \$54), the member is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the Location B maximum per diem rate is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed NTE \$29.28 for lodging tax while in Location C. ***The member is not authorized any TDY mileage for driving between Locations B and C.***

**Example 2:** Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the U.S. INSTALLATION for \$20/night with no tax and is being paid the \$29 PMR + \$5 CONUS IE rate (total \$34) based on the authorization/order content that indicates GOV'T QTRS and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y GOV'T QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/ \$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$34 for the PMR-based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR + CONUS "IE" since they were directed in the authorization/order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

**Example 3:** Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$114 (\$70/ \$44), the member is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (NTE \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

#### **U4177 NO PER DIEM OR A [PER DIEM](#) RATE IN A LESSER AMOUNT**

The Secretary Concerned may authorize [per diem rates](#) in lesser amounts (to zero) when the circumstances of the travel or duty to be performed so warrant ***and are peculiar to that particular Service*** (par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate Service, but may not be further re-delegated. ***The authorized reduced 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 modification was issued). In the absence of such authority, a travel authorization/order prescribing a different [per diem rate](#) is without effect and the applicable [locality rate](#) is used.*** Reduced per diem rate calculation should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

#### **U4179 PER DIEM RATE REVIEW**

A. **General.** When a member, 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. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DoD Components - Per Diem, Travel and Transportation Allowance Committee, ATTN: E&S Branch, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

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

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

**CONUS Locations**

**General Services Administration**  
Office of Governmentwide Policy  
Travel Management Policy (MTT)  
1800 F Street NW, Room G-219  
Washington, DC 20405-0001  
Or  
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**Non-Foreign OCONUS Locations**

**Per Diem, Travel and  
Transportation Allowance  
Committee (PDTATAC)**  
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**Foreign OCONUS Locations**

**Department of State**  
Director of Allowances  
State Annex 1, Room L314  
Washington, DC 20522-0103

**U4181 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM

The following tables are for reference purposes only. For applicable rules see Ch 4, Part B. See pars. U4163 & U4800 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 the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS - GOV'T QTRS are occupied.	Arrived at the TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived at the TDY location on the same day as departed from the PDS (per diem at a lesser amount than the TDY locality rate prescribed authorized under par. U4105-I or U4177.)
<b>Per Diem for the Departure Day from the PDS 6/</b>	75% of the M&IE rate for the TDY locality 1/, plus the lodging cost NTE the TDY locality maximum lodging ceiling. 2/, 4/	75% of TDY locality M&IE rate 1/, plus the GOV'T QTRS cost NTE the TDY locality maximum lodging ceiling.	75% of the TDY locality M&IE rate 1/, plus the cost of lodgings occupied NTE cost of available GOV'T QTRS. <b>No lodging tax reimbursement.</b>	75% of the 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 TDY locality M&IE rate 1/ plus lodging 2/, 4/ cost NTE the TDY locality maximum lodging ceiling. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

(2) Whole Travel Days - CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. INSTALLATION) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied.	Each whole day at a CONUS TDY locality (not on a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) - GOV'T QTRS are occupied.	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) when a member elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS TDY locality at which per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4105-I or U4177.
<b>Per Diem for Whole Travel Days</b> <sup>5/</sup>	TDY locality M&IE (unless the AO specifies the PMR for deductible meals) plus the lodging cost NTE the TDY locality maximum lodging ceiling rate. <sup>2/</sup>	M&IE plus the GOV'T QTRS cost. M&IE may be at the TDY locality rate, or PMR plus \$5 IE if the AO specifies the PMR based on 1 or 2 deductible. <sup>1/</sup>	The CONUS TDY locality M&IE, plus the lodging cost NTE the TEDY locality maximum lodging ceiling <sup>2/</sup> (unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided <sup>6/</sup> - par. U4165-1)	M&IE, plus the GOV'T QTRS cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR plus \$5 IE, if the AO specifies the GMR in advance, (3) PMR plus \$5 IE if the AO specifies in advance the PMR, or (4) no amount for meals plus \$5 IE when the AO directs EUM or 3 deductible meals (see par. U4400 for GOV'T dining facility/mess use/availability) (see par. U4149 for M&IE rate determination).	M&IE, plus the lodging cost NTE the GOV'T QTRS cost. Lodging tax is not reimbursable M&IE may be at (1) the TDY locality rate, (2) Standard GMR plus \$5 IE, if directed in the authorization/order, (3) PMR plus \$5 IE if directed in the authorization/order, or (4) no amount for meals plus \$5 IE when the authorization/order directs EUM or 3 deductible meals (see par. U4400 for GOV'T dining facility/mess use/availability) (see par. U4149 for M&IE rate determination))	Per diem at the rate authorized under par. U4105-I or U4177.

<b>(3) Whole Travel Days – OCONUS</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY location (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied.	Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION)	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) - GOV'T QTRS are occupied.	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) when the member elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS TDY locality at which per diem in a lesser amount than the prescribed rate for the TDY location was authorized under par. U4105-I or U4177.
<b>Per Diem for Whole Travel Days</b> <sup>5/</sup>	The OCONUS TDY locality M&IE <sup>3/</sup> rate (unless the AO specifies the PMR for deductible meals) plus the lodging cost <sup>4/</sup> NTE the TDY locality lodging ceiling.	M&IE plus the GOV'T QTRS cost. (M&IE may be at the TDY locality rate, or PMR plus locality or \$3.50 IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. <sup>1/</sup> )	The OCONUS TDY locality M&IE <sup>3/</sup> rate plus the lodging cost <sup>4/</sup> NTE the TDY locality maximum lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the, M&IE is PMR plus locality or \$3.50 IE <sup>6/</sup> – par. U4165-1.	M&IE plus the GOV'T QTRS cost. M&IE may be at (1) the TDY locality meal rate plus locality or \$3.50 IE, (2) Standard GMR plus locality or \$3.50 IE <sup>3/</sup> , if directed in the authorization/order, (3) PMR plus locality or \$3.50 IE <sup>3/</sup> , if directed in the authorization/order, or (4) no amount for meals plus locality or \$3.50 IE <sup>3/</sup> when the authorization/order directs EUM or 3 deductible meals (see par. U4400 for GOV'T dining facility/mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the lodging cost NTE the GOV'T QTRS cost <sup>4/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR plus locality or \$3.50 IE <sup>3/</sup> , if directed in the authorization/order, (3) PMR plus locality or \$3.50 IE <sup>3/</sup> , if directed in the authorization/order, or (4) no amount for meals plus locality or \$3.50 IE <sup>3/</sup> when the authorization/order directs EUM or 3 deductible meals (see par. U4400 for GOV'T dining facility/mess use/availability and par. U4149 for the applicable M&IE rate).	Per diem at the rate authorized under par. U4105-I or U4177.

(4) Day of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On the departure day from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4105-I or U4177.
<b>Per Diem for Return Day to PDS</b> <sup>5/</sup>	75% of last TDY locality M&IE rate. <sup>1/</sup>	For the departure day from the TDY location: the TDY locality M&IE rate. Arrival day at the PDS, 75% of the TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY: M&IE, plus lodging <sup>2/, 4</sup> cost NTE the stopover locality lodging ceiling. Arrival day at the PDS: 75% of the stopover locality M&IE rate.	75% of the M&IE rate, plus the lodging cost based on the locality rate at which lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of the TDY locality M&IE rate.

**Footnotes**

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

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

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

4/ Lodging tax *is not* a miscellaneous reimbursable expense in a foreign OCONUS area because a tax amount is included in the applicable foreign area per diem maximum lodging ceiling.

5/ (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 miscellaneous reimbursable expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.). There must be expense; this is not an automatic payment.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a miscellaneous reimbursable expense for *OCONUS* travel and is part of the IE included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

6/ On any day that 3 deductible meals are provided without cost to the member, no meal reimbursement is allowed.

## PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

### U4200 GENERAL

An AEA allows a member 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 per diem in Part B, or the applicable [per diem rate](#).

### U4205 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. U4225-A have escalated temporarily due to special/unforeseen events.

### U4210 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, except for an AEA under par. U4250 which may be authorized only in advance of travel;
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 portions of trips (with per diem automatically covering the other trip portions);

Uniformity of allowances must be ensured (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

### U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as 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 adjustment (par. U4179).
4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

### U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA 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 travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other QTRS 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. U4220-A4 above; and
6. In similar situations.

**B. Travel with Certain Dignitaries.** Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the following dignitaries. See also Ch 7, Part U.

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.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other GOV'T aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

#### U4225 EXPENSES

A. Expenses Allowed. AEAs include expenses ordinarily covered by the APP A PER DIEM definition.

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

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a GOV'T paid registration fee;
2. Procured at the member's PDS, residence, or at/en route to/from, a nearby carrier terminal at which the member's travel begins/ends ([B-189622, 24 March 1978](#)); or
3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip, or why an extra meal(s) was required. A meal furnished on the carrier that is not the quality and quantity that the member is accustomed to, is a personal preference and is not a "justifiable reason" IAW [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

#### U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a **member** has no alternative but to obtain **OCONUS** lodging that exceeds 300% of the applicable [rate](#), an amount in excess of 300% may be authorized ***in advance only*** by an AEA issued by:

1. The PDTATAC Chief. These requests must be submitted IAW pars. U4210-1 to:

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

or by email to [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil) with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

***NOTE: An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.***

#### U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.

3. Depending on what AEA level is authorized/approved, reimbursement for M&IE must not exceed the percentage of AEA authorized NTE 300% 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. \$5.00 in CONUS, and

2. OCONUS

a. The locality incidental expense rate, 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 or for Coast Guard member TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.

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

3. EXAMPLE:

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

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

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

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

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

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

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

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

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4210 and U4255 ([60 Comp. Gen. 181 \(1981\)](#) and [62 id. 308 \(1983\)](#)).

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

## U4260 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case can the amount reimbursed be more than the amount authorized/approved in an actual expense 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; reimbursement of actual expenses 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 that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These IEs include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (APP A), hotel maid tips, and similar expenses. ***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 laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

a. A separate miscellaneous reimbursable expense (up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging. For example, a member 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 to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement is \$20. ***NOTE: This is not payable unless expenses have been incurred.,*** or

b. Not a separate miscellaneous reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel. For instance, a member 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 member 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 (par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

2. Departure Day Reimbursement. 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. Return Day Reimbursement. 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. U4147 for reimbursement method.

## U4265 COMPUTATION EXAMPLES

A. CONUS/Non-Foreign OCONUS. The maximum amount allowed for lodging in the U.S. 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 miscellaneous reimbursable expense in addition to AEA.

B. OCONUS. The maximum amount allowed for lodging in foreign OCONUS areas/countries includes a lodging tax amount. Tax on lodging in foreign OCONUS areas/countries is part of per diem/AEA and is not a miscellaneous reimbursable expense.

C. Examples. Following are computation examples when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

<b>EXAMPLE 1</b>			
<b>AEA Single TDY location</b>			
AEA authorized for lodging and M&IE paid on a per diem basis.			
<i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location Per Diem w/o AEA</u>		<u>TDY Location Per Diem w/AEA</u>	
Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51		AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51)M&IE - \$51	
<b>ITINERARY</b>			
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	<b>REIMBURSEMENT</b> (denotes AEA computation)		Amount
10 Aug	$\$330 + [\$51 \times 75\%] = \$330 + \$38.25 =$		\$368.25
11-12 Aug	$\$330 + \$51 = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 75\% = \$38.25$		\$38.25
<b>Total Reimbursement</b>			<b>\$1,168.50</b>

<b>EXAMPLE 2</b>			
<b>AEA to multiple TDY locations A, B, and C</b>			
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$332 = \$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).			
<i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location 'A' Per Diem w/o AEA</u>		<u>TDY Location 'A' Per Diem Rate w/AEA</u>	
Maximum Per Diem - \$221 Lodging - \$150, M&IE - \$71		AEA authorized NTE \$332.00 ( $\$221 \times 150\% = \$331.50 = \$332$ ) Lodging NTE \$261 ( $\$332 - \$71$ ) M&IE - \$71	
<b>ITINERARY</b>			
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	<b>REIMBURSEMENT</b> (denotes AEA computation)		Amount
7 Sep	$\$170 \text{ (AEA lodging)} + [\$71 \times 75\%] = \$170 + \$53.25, \text{ TDY Location A} =$		\$223.25
8 Sep	$\$170 \text{ (AEA lodging)} + \$71 =$		\$241.00
9-10 Sep	$\$70 + \$46 = \$116/\text{day} \times 2 \text{ days}, \text{ TDY Location B} =$		\$232.00
11 Sep	$\$75 + \$51, \text{ TDY Location C} =$		\$126.00
12 Sep	$\$51 \times 75\% =$		\$38.25
<b>Total Reimbursement</b>			<b>\$860.50</b>

**\*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. U1007-A2.

Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). *'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).*

<u>CONUS TDY Location Per Diem w/o AEA</u>		<u>CONUS TDY Location Per Diem w/AEA</u>		
Maximum Per Diem - \$150 Lodging - \$99, M&IE - \$51		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 = \$76, subtract \$.50)		
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,	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$76 AEA M&IE)			\$206.00
13 Aug	\$17			\$17.00
<b>Total Reimbursement</b>				<b>\$553.50</b>

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## CHAPTER 5

### PERMANENT DUTY TRAVEL

**Paragraph    Title/Contents**

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<b>U5012</b>	<b>PCS ALLOWANCES</b>
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	B. Member and Dependent Travel and Transportation Allowances
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<b>U5104</b>	<b>ADVANCE OF FUNDS</b>

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  - H. Member Ordered to a Place to Await Results of Disability Proceedings
  - I. Member Ordered to a College
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- E. Weight Additive Articles
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- K. Transportation of Replacement HHG Items
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- B. Called/Ordered to Active Duty
- C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment
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- E. CONUS Area to Which HHG Transportation Is Prohibited
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- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
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- G. Ordered from Sea Duty to Sea Duty
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**SECTION D6: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

**U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

- A. General
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**SECTION D7: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**


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  - I. Recalled to Active Duty after Selecting a Home
  - J. Member on the TDRL Who Is Discharged or Retired
  - K. Member Dies after Retirement or Release
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**SECTION D9: HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**


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**PART E: POV TRANSPORTATION AND STORAGE**

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**SECTION E1: POV TRANSPORTATION**

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  - B. Error
  - C. Authorization/Order Amended, Modified, Canceled or Revoked
  - D. Transportation before an Authorization/Order Is Issued
- U5445 EXCESS COST COLLECTION**
- U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**
- A. Official and Personal Situations
  - B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependent Travel Is Not Authorized before the POV Is Transported from a CONUS Port/VPC
  - C. Incident to Alert Notice
  - D. PDS Evacuation
  - E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
  - F. POV Transportation for a Dependent Relocating for Personal Safety

- U5456      TRANSPORTATION INCIDENT TO DIVORCE**
- U5457      TIME LIMITATION FOR TRANSPORTATION OF A POV**
  - A. Incident to Separation from Service or Relief from Active Duty
  - B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay
  - C. Incident to PCS
- U5460      CARE AND STORAGE**
- U5461      RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

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**SECTION E2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY**

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- U5462      DEFINITION**
- U5464      GENERAL**
- \*U5465      CARE AND STORAGE**
- U5466      ELIGIBILITY**
  - A. Members
  - B. Storage
- U5467      STORAGE IN LIEU OF SHIPMENT**
- U5468      TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**
  - A. General
  - B. Delivery/Pick-up
  - C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved
  - D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
  - E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY en Route
- U5470      STORAGE FACILITIES USED**
  - A. Designated Storage Facilities
  - B. Personally Procured POV Storage
- U5472      FACTORS AFFECTING POV STORAGE**
  - A. Orders Amended, Modified, Canceled, or Revoked
  - B. Storage before an Authorization/Order Is Issued
  - C. Time Limitation
- U5474      RESTRICTIONS**
  - A. Restriction on Vehicle Size
  - B. Combining POV Size Limitation when Husband and Wife Are Members
  - C. Other Excess Storage Costs
- U5475      EARLY POV RELEASE FROM STORAGE WITHOUT A NEW PCS AUTHORIZATION/ORDER**
  - A. Early Release from Storage
  - B. Authorized POV Movement

- U5476 CONTINUED POV STORAGE**
- A. Continued POV Storage for Active Duty Members
  - B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement or TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

**U5479 ADVANCE OF FUNDS**

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**PART F: MOBILE HOMES TRANSPORTATION**

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- U5500 PRIVATELY OWNED MOBILE HOMES**
- A. General
  - B. Eligibility
  - C. Geographic Limitations
  - D. Delayed/Deferred Mobile Home Transportation

- U5505 MOBILE HOME TRANSPORTATION**
- A. Definition
  - B. Member Married to Member
  - C. Single Member/Concurrent Travel Performed
  - D. Dependent Travels to/from a Designated Place/Selected Point in CONUS or Alaska
  - E. Return from a PDS neither in CONUS nor Alaska
  - F. Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement

- U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**
- A. Routing
  - B. Personally Procured Commercial Transportation
  - C. Movement other than by Commercial Transporter
  - D. GOV'T-procured Transportation
  - E. Transportation Partly by Commercial Transporter and Partly by other Means

- U5515 MOBILE HOME TRANSPORTATION FACTORS**
- A. Mobile Home Allowance Application
  - B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
  - C. Improper Shipments
  - D. Authorization/Order Amended, Modified, Canceled or Revoked
  - E. Mobile Home Transportation from a Prior PDS
  - F. Transportation before an Authorization/Order Is Issued
  - G. HHG Removed from a Mobile Home to Meet Safety Requirements

**U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

- U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**
- A. General
  - B. Reimbursable Expenses
  - C. Non-reimbursable Expenses
  - D. Cost Constraints
  - E. Ownership

- U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. When a Dependent Travels before the Member's PCS due to Official/Personal Situations
  - B. Mobile Home Transportation Incident to Alert Notice
  - C. Mobile Home Transportation Incident to Tour Extension

- U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
- A. General
  - B. Authorized Transportation
  - C. Additional Moves—Member Reported as Missing for more than 1 Year
  - D. Death of a Member

- U5555 TEMPORARY STORAGE**
- A. General
  - B. Storage in Transit (SIT) Time Limits
  - C. Authorization/Order Amended, Modified, Canceled or Revoked
  - D. Another PCS Authorization/Order Is Issued after the Member Arrives at the New PDS

- U5560 FUNDS ADVANCE**

## **PART G: DISLOCATION ALLOWANCE (DLA)**

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### **SECTION G1: GENERAL**

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- U5600 PURPOSE**
- U5605 DEFINITION OF TERMS**
- A. Member with Dependent
  - B. Member without Dependent
- U5610 ELIGIBILITY**
- A. Member with Dependent
  - B. Member without Dependent
- U5615 DETERMINING AMOUNT PAYABLE**
- A. General
  - B. Dependent Authorized to Relocate ICW PCS but Delays Travel
- U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**
- A. General
  - B. Application of Fiscal Year Limitation on DLA Payment

### **SECTION G2: AUTHORIZATION FACTORS**

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- U5630 AUTHORIZATION FACTORS**
- A. General
  - B. Special Categories DLA Authorized
  - C. Special Categories DLA Not Authorized
  - D. Household Relocation Incident to Alert Notification
  - E. DLA when a Member-married-to-member Couple is Transferred to a New PDS
  - F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Lodgings

### **SECTION G3: DLA RATES**

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#### **U5635 DLA RATES**

- U5635 DLA RATES**
- A. Primary DLA Rates (Table U5G-1)
  - B. Secondary DLA Rates (Table U5G-2)
  - C. DLA when a Member-Married-to Member Couple is Transferred (Table U5G-3)

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**PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**

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- U5700 PURPOSE**
- U5705 AUTHORIZATION**
  - A. Authorized TLE
  - B. Not Authorized TLE
- U5710 TIME LIMITATIONS**
- U5715 TEMPORARY QTRS**
- U5720 REIMBURSEMENT**
  - A. Member-Married-to-Member
  - B. Per Diem Rate Used
  - C. Maximum TLE Reimbursement
  - D. Reimbursement Example
  - E. Reimbursement Computation
- U5725 FUNDS ADVANCE**

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**PART I: PET QUARANTINE**

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- U5800 GENERAL**
- U5805 PET QUARANTINE REIMBURSEMENT**
- U5810 GENERAL PET INFORMATION**
  - A. GOV'T-funded Transportation Not Authorized
  - B. Pet Quarantine Information
  - C. U.S. Fish and Wildlife Service Requirements
  - D. Related Restrictions
- U5815 MEMBER AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED**

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**PART J: EARLY RETURN OF DEPENDENT**

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- U5900 DEPENDENT TRAVEL**
  - A. General
  - B. Official Situations
  - C. National Interest
  - D. Personal Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
  - E. Divorce or Annulment
- U5905 HHG TRANSPORTATION**
  - A. From other than CONUS or a Non-foreign OCONUS Area Due to Official Situations
  - B. National Interest
  - C. From OCONUS Due to Personal Situations
- U5910 POV TRANSPORTATION**
  - A. OCONUS Dependent Transportation Authorized
  - B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued
  - C. Ex-Family Member Travel Incident to Divorce or Annulment
  - D. Dependent Return to OCONUS Areas Authorized

- E. Authorization on the Next PCS

**U5915 MOBILE HOME TRANSPORTATION**

- A. General
- B. Member Assigned to Full PCS Weight Allowance Area
- C. Member Assigned to Administrative Weight Restricted Area

**U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**

- A. General
- B. Definitions
- C. Restriction
- D. Authorization
- E. Reimbursement

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**PART K: RESERVED**

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**PART L: RESERVED**

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**PART M: RESERVED**

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**PART N: RESERVED**

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**PART O: RESERVED**

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**PART P: RESERVED**

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**PART Q: RESERVED**

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**PART R: TRANSPORTATION OF REMAINS OF A DECEASED MEMBER AND/OR A DECEASED DEPENDENT**

**U5950 GENERAL**

- A. DoD Directive 1300.22, Mortuary Affairs Policy
- B. DTR
- C. Sponsoring Service Regulations

**U5951 ESCORTING THE REMAINS OF A DECEASED MEMBER**

## SECTION 5: PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

### U5113 PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

A. Rate. The 'new PDS' per diem rate and the computation in par. U4145 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover or TDY location rate, as appropriate. The new PDS rate does not override the destination rate logic in par. U4145. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover. **NOTE:** See par. U5113-D when the new PDS is a ship.

<b>EXAMPLE 1</b> (Crosses International Dateline)			
Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Member spends \$150 for lodging on 17 February. POE per diem rate is \$291 (\$193/ \$98). POE is not the local terminal for the old PDS. Member spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/ \$51). M&IE for new PDS is \$39.			
<b>REIMBURSEMENT:</b>			
17 Feb	75% x \$98 = \$73.50 + \$150 (\$150 is less than \$193) =		\$ 223.50
18 Feb	\$51 (destination M&IE rate) =		51.00
18 Feb	\$51 + \$100 (\$100 is less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate) =		<u>29.25</u>
<b>Total Reimbursement =</b>			<b>\$454.75</b>

<b>EXAMPLE 2</b> (Crosses International Dateline)			
Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Member spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/\$51). M&IE for new PDS is \$39.			
<b>REIMBURSEMENT:</b>			
18 Feb	75% x \$51 (destination M&IE rate) =		\$ 38.25
18 Feb	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate)		<u>29.25</u>
<b>Total Reimbursement =</b>			<b>\$218.50</b>

<b>EXAMPLE 3</b> <i>(Crosses International Dateline)</i>			
Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is \$177 (\$126/ \$51). M&IE for new PDS is \$39.			
<b>REIMBURSEMENT:</b>			
5 Mar	75% x \$39 (new PDS rate) =		\$ 29.25
5 Mar	75% x \$39 (new PDS rate) =		<u>29.25</u>
<b>Total Reimbursement =</b>			<b>\$58.50</b>

\*B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, safe haven (when PCS travel is via a safe haven location), or COT leave locations when 'Lodgings-Plus' per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). 'MALT-Plus' per diem is paid in whole day increments (par. U5105).

C. Travel Time. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded. If the ship is at sea, then the last place departed is the "new PDS rate." The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS ENTERPRISE to USS NORMANDY, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. U5120-F.

## SECTION 1: GENERAL

### U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A).

### U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

### U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in par. U5310, a member ordered on a PCS is authorized HHG transportation (par. U5310-A9); dependent transportation (par. U5201); and mobile home transportation (par. U5500).

1. The GOV'T's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the GOV'T. HHG authorized locations for PCS are in par. U5390-B, and TDY in par. U4780.
2. A "former PDS" in par. U5310 includes an individual's HOR.
3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of authorizations/orders if the HHG:
  - a. Were in the member's possession before the PCS authorization/order effective date from the PDS from which the HHG were not transported, and
  - b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS authorization/order effective date from the former station.
4. Example of a Combination of Authorizations/Orders HHG Computation
  - a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS authorization/order was 8,000 lbs. The member actually transported 6,000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.
  - b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS authorization/order is 10,000 lbs.
  - c. The member may ship NTE 10,000 lbs. at GOV'T expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using authorizations/orders in combination. Excess cost may apply IAW par. U5340.
5. HHG transportation includes SIT unless specifically prohibited (par. U5375).
6. Cases involving mobile home allowances are IAW par. U5330-F and Ch. 5, Part F.
- \*7. ***UB weight is part of the member's authorized HHG weight allowance.*** The maximum weight of UB transported by any mode, at GOV'T expense, is 2,000 lbs. (net), excluding the weight of PBP&E; if PBP&E is transported with UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the member's financial responsibility. UB transportation by an expedited mode is IAW par. U5320-B.

8. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.

9. Delivery out of storage is authorized at GOV'T expense, regardless of time in storage as long as the member's authorization/order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

*Effective for an authorization/order issued on/after 1 October 2007*

B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization

a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case-by-case basis;

b. No general policy statements are permitted; and

c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

2. Authorized PCS Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade <u>NOTES 1 &amp; 3</u>	With Dependents <u>NOTE 2</u>	Without Dependents
<b>Officer Personnel</b>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<b>Enlisted Personnel</b>		
E-9	15,000 <u>NOTE 4</u>	13,000 <u>NOTE 4</u>
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

**NOTES:**

1. *Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.*

2. *For this table, a member "with dependents" is a member who has a dependent eligible to travel at GOV'T expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:*

- a. The death(s) of all of the member's dependent(s), or*
    - b. A divorce that leaves the member with no dependent(s) eligible to travel at GOV'T expense,*  
*the member has the weight allowance of a member "with dependents".*
  - 3. A Uniformed Services member appointed from an:*
    - a. Enlisted/warrant officer grade to a commissioned officer grade, or*
    - b. Enlisted grade to a warrant officer grade or rating,**is authorized the grade's weight allowance:*
    - a. Held on the member's PCS authorization/order effective date used for HHG transportation, or*
    - b. From which an appointment was accepted,**whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:*
    - a. On the member's PCS authorization/order effective date then being used for HHG transportation, or*
    - b. Before reversion,**whichever is greater.*
  - 4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:*
    - a. 17,000 lbs. with dependents or,*
    - b. 14,000 lbs. without dependents.**for a PCS authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.*

C. Professional Books, Papers, and Equipment (PBP&E). (APP A)

- \*1. A member is authorized PBP&E (APP A definition) transportation IAW the Agency/Service regulations, when the member certifies the PBP&E as necessary for official duty and the Service agrees. As long as all of the PBP&E meet the PBP&E definition, PBP&E weight may not be constrained.
2. The Secretarial Process for each Service may authorize a member an additional weight allowance NTE 500 lbs. for PBP&E (APP A) that belongs to the member's spouse when on a PCS.
- \*3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310- B or UB limit in par. U5320-B.
4. When an item no longer qualifies as PBP&E, it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.
5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.

\*6. PBP&E must be declared at origin and documented IAW Agency/Service transportation policy and procedures. HHG not declared and/or documented as PBP&E prior to the HHG transportation or not PBP&E for that move is part of the HHG counted against the applicable HHG weight allowance except as noted in par. U5310-C4 for the move following the transition of the HHG from PBP&E to ordinary HHG.

D. Additional Consumable Goods

1. A member, assigned to a PDS designated in APP F 1 is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.
2. The consumable goods must be for the member's and/or dependents' personal use.
3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.
4. Instructions for adding a location to the list are contained in APP F2.

E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

F. Excess Costs for Transportation of a Boat and/or a Personal Watercraft, Exceeding 14 Feet, as HHG.

1. The following examples outline excess cost determination, using various rates available from SDDC, ICW transportation of a boat and personal watercraft exceeding 14 feet (including the trailer) as HHG.
2. All rates used in the following examples are for illustrative purposes only. Cost factors change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat or personal watercraft exceeding 14 feet as HHG.
3. If a boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies IAW par. U5340.

***NOTE 1: The member is responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.***

***NOTE 2: A personal watercraft (e.g., a jet ski) and associated trailer for which the total length does not exceed 14 feet. A personal watercraft exceeding this standard is classified, and shipped, as a 'boat' IAW par. U5310-F.***

6. Examples

a. Example 1

<b><u>EXCESS COST COMPUTATION</u></b>	
Member on PCS from San Diego, CA, to Washington, DC (2,595 miles). Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs. Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs. The lowest applicable tariff rate for transporting 12,000 lbs. is \$30,124.19. The lowest applicable tariff rate for transporting 18,000 lbs. is \$43,145.57. The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is \$9,617.50.	
<b>Step 1:</b> Compute the GOV'T's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	12,000 lbs.
Weight of boat	+ <u>20,000 lbs.</u>
Total weight of HHG and boat exceeds member's maximum weight allowance of 18,000 lbs.	32,000 lbs.
Lowest applicable tariff cost to ship 18,000 lbs.	\$43,145.57
<b>Step 2:</b> Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	\$ 9,617.50
Weight of HHG actually transported (12,000 lbs.)	
Lowest applicable tariff rate to ship 12,000 lbs.	+ <u>\$30,124.19</u>
<b>Total</b>	<b><u>\$39,741.69</u></b>
<b>Step 3:</b> Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is less than the cost in Step 1. The member is not financially responsible for excess costs but is financially responsible for boat-related accessorial costs:	
Total Step 2 (Actual cost to ship HHG and Boat)	\$39,741.69
Less Step 1 (GOV'T's obligation)	- <u>\$43,145.57</u>
Difference (if negative amount enter zero)	\$ 0
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
<b>Total transportation cost for which the member is financially responsible</b>	<b><u>\$ 300.00</u></b>

b. Example 2

<b>EXCESS COST COMPUTATION</b>	
Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles). Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 8,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a 17' bass boat and trailer weighing 2,800 lbs. The lowest applicable tariff rate for moving 8,000 lbs. is \$14,041.18. The lowest applicable tariff rate for moving 10,800 lbs. is \$18,279.82. The SDDC OTO rate for movement of a boat/trailer between authorized points is \$2,025.25.	
<b>Step 1:</b> Compute the GOV'T's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the transported boat's actual weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	8,000 lbs.
Weight of boat	+ <u>2,800 lbs.</u>
Weight of HHG actually transported (10,800 lbs.). Total weight of HHG and boat does not exceed member's maximum weight allowance	10,800 lbs.
Lowest applicable tariff rate to ship 10,800 lbs. is \$18,279.82	
GOV'T's maximum transportation cost liability	\$18,279.82
<b>Step 2:</b> Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	\$ 2,025.25
Weight of HHG actually transported (8,000 lbs.) x \$42.05/cwt	
Lowest applicable tariff rate to ship 8,000 lbs.	+ <u>\$14,041.18</u>
<b>Total</b>	<b>\$16,066.43</b>
<b>Step 3:</b> Compare the results of Steps 1 and 2. <i>In this case, the cost in Step 2 is less than the cost in Step 1.</i> The member is not financially responsible for any excess costs.	
Total Step 2 (Actual cost to ship HHG and boat)	\$16,066.43
Less Step 1 (GOV'T's obligation)	- <u>\$18,279.82</u>
Difference (if negative amount enter zero)	\$ 000.00
Additional accessorial costs member owes	+ \$ <u>000.00</u>
<b>Total transportation cost for which the member is financially responsible</b>	<b>\$ 000.00</b>

c. Example 3

<b>EXCESS COST COMPUTATION</b>	
Member on PCS from Ft Shafter, HI, to Ft. Benning, GA. Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 7,000 lbs. (net is the tare weight less PBP&E and less 10% for packing) and a 22' sailboat and trailer weighing 1,834 lbs. The lowest applicable tariff rate (lowest applicable international tariff rate) for HHG transportation of 11,000 lbs. between authorized points is \$117.13/cwt. The SDDC OTO rate for movement of boat between authorized points is \$6,130.00. The OTO rate for moving 7,000 lbs. of HHG with that boat is \$104/cwt (moving HHG with the boat results in a cheaper overall cost).	
<b>Step 1:</b> Compute the GOV'T's Maximum Transportation Cost Liability. Multiply the lowest applicable tariff rate times the sum of the HHG weight transported (if any) plus the boat's actual weight. If the weight sum exceeds the member's maximum authorized weight allowance, multiply the lowest applicable tariff rate, times the member's maximum weight allowance.	
HHG transported (net is the tare weight less PBP&E and less 10% for packing)	7,000 lbs.
Weight of boat and additive(s)	+ <u>1,834 lbs.</u>
Total weight of HHG and boat (including weight additive(s)) does not exceed member's authorized weight	8,834 lbs.
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt) x lowest applicable tariff rate x \$ 117.13/cwt	
GOV'T's maximum transportation cost liability	\$10,347.26
<b>Step 2:</b> Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat. <b>NOTE: When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.</b>	
International OTO rate for moving boat	\$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt) x lowest usable applicable international OTO HHG rate (\$104.00/cw)	+ <u>\$7,280.00</u>
<b>Total</b>	<b>\$13,410.00</b>
<b>Step 3:</b> Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is more than the cost in Step 1. The member is financially responsible for the following excess costs:	
Total Step 2 (Actual cost to ship HHG and boat)	\$ 13,410.00
Less Step 1 (GOV'T'S obligation)	<u>- \$ 10,347.26</u>
Difference (if negative amount enter zero)	\$ 3,062.74
Additional accessorial costs member owes	+ <u>000.00</u>
<b>Total transportation cost for which the member is financially responsible</b>	<b>\$ 3,062.74</b>

G. Recruit's Civilian Clothing. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 lbs. of civilian clothing to the HOR.

H. Storage. HHG SIT is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

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

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable (par. U5375-B1).

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
  - a. From QTRS to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to QTRS, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
  - c. From packing/crating facility to place of storage;
  - d. To carrier's station from QTRS, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
  - a. Incoming carrier's station to place of storage;
  - b. Place of storage to outgoing carrier's station;
  - c. Incoming carrier's station to outgoing carrier's station.
3. Destination from:
  - a. Carrier's station to QTRS and/or place of storage;
  - b. Place of storage to QTRS.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member ([B-229189, 9 December 1988](#)). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment (CTO/TMC use is MANDATORY). Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (par. U5310-C),
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under Title 10, USC.

#### U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the table of weight allowances in this Part), are Service-established for specific locations using par. U5315-B weight allowances. Specified administrative weight limitation locations are subject to the conditions promulgated in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

\*B. Authorization. On a PCS to/from a Service-concerned designated OCONUS PDS that is a place at which GOV'T-owned furnishings are provided for all QTRS, a member is limited to HHG transportation to the PDS of 2,500 lbs. (net) or 25% (net) of the weight allowance in par. U5310-B, whichever is greater, including UB transportation IAW par. U5310-A7. The limitation for a member serving an accompanied tour in Korea (except Chinhae and Osan which are full JFTR weight allowance locations) is 50% (net) of the weight allowance in par. U5310-B. See par. U5315-C for other exceptions. If both spouses are members and are assigned to the same OCONUS area at which they jointly occupy QTRS, they are limited to one administrative weight allowance (50% if Korea) based on the higher ranking member's weight allowance; however, each is authorized individually to UB transportation, PBP&E (par. U5310-C), and required medical equipment (par. U5310-L).

C. Exceptions

1. General. Administrative weight limitations do not apply to:

- a. Shipments from non-foreign OCONUS areas to any location where there is no Service administrative weight limitation;
- b. A member with a weight allowance of less than 2,500 lbs.; or
- c. A member on duty as U.S. Defense Attaché.

2. GOV'T Furnishings Unavailable. When an item of GOV'T furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, upon departure from the OCONUS PDS at which an administrative weight limit was prescribed, may be authorized/approved through the Secretarial Process in the following circumstances:

- a. The member is assigned COT from an unrestricted to a weight restricted area;
- b. The member extends a tour for one year or longer within the same weight restricted area;
- c. Upon departure from an administratively weight-restricted area if additional furnishings were acquired through marriage after the member was assigned to the weight restricted area (**NOTE: A member who acquires a dependent, after the PCS authorization/order effective date to a weight-restricted OCONUS PDS, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that PDS.**); or
- d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

**NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.**

4. Additional HHG at Member's Expense. The GOV'T may transport additional HHG at the GOV'T rate; however, the member is responsible for the excess weight transportation cost.

**U5317 HHG TRANSPORTATION DISALLOWED**

**NOTE: See par. U5201-B for related dependent transportation.**

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. U5345-B2);

2. On leave;
3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H;
4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H);
5. Under an authorization/order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (par. U5345-B2);
7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 ([57 Comp. Gen. 266 \(1978\)](#)).

#### **U5318 RE-TRANSPORTATION OF THE SAME HHG**

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

#### **U5319 FUNDS ADVANCE**

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GOV'T's constructed cost arranged under par. U5320-D2a.
3. 60% of the monetary allowance under par. U5320-D2b.

## SECTION 2: TRANSPORTATION METHODS

### U5320 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the least cost to the GOV'T.

\*B. UB and/or PBP&E. UB (APP A) and/or PBP&E (APP A) transportation is authorized by an expedited transportation mode when necessary to enable the member to carry out assigned duties and/or to prevent undue hardship to the member and/or dependents. When the expedited transportation mode is commercial air, a maximum of 1,000 pounds (net), including PBP&E may be transported. Total UB NTE 2,000 pounds, including up to 1,000 pounds (net) by an expedited transportation mode, may be transported at GOV'T expense if authorized IAW Service regulations. For UB transported by any mode, see par. U5310-A.

**Example:** Member's HHG weight allowance in par. U5310-B is 14,000 pounds (net). The Service/OCONUS PDS imposes an admin weight limit – which is either 2,500 pounds (net) or 25% of 14,000 pounds (net) – 3,500 pounds (net), whichever is greater. In this case, the admin weight allowance is 3,500 pounds (net). The member opts to transport 300 pounds of UB along with 500 pounds as PBP&E by an expedited mode. This falls within the 1,000 pounds (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,200 pounds (net) of HHG of the administrative weight limit (including up to 1,700 pounds (net) of additional UB and any additional PBP&E) may be transported to the OCONUS PDS but not by an expedited transportation mode.

C. GOV'T-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the GOV'T assumes responsibility for HHG transportation IAW par. U5320-A.

D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for HHG transportation and/or NTS. Transportation cost claims should be prepared and submitted IAW Service regulations (par. U1010-B8). The GOV'T's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) IAW par. U5319.

**NOTE 1:** *A member (or next of kin, when appropriate) who personally arranges for HHG transportation (i.e., personally moves the HHG, or arranges directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.*

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

1. GOV'T-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

- a. When a shipping or transportation officer is not available, or
- b. The shipping or transportation officer instructs the member in writing to transport HHG or place them in NTS at personal expense.

See Transportation of HHG in APP A and NTS in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

2. GOV'T-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:

- a. Actual cost reimbursement NTE the GOV'T's constructed transportation and/or NTS cost (par. U5320-D6), or
- b. Payment of a monetary allowance equal to 95% of the GOV'T's constructed cost,

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or GOV'T scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) A public scale or a GOV'T scale was not available; or
- (2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

Use the constructed weights in par. U5335-E. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When GOV'T-procured transportation and/or NTS is available, the GOV'T must never incur expenses for the HHG movement in excess of 100 percent of the GOV'T's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

6. GOV'T Constructed Cost. For the Armed Forces and NOAA, the GOV'T's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight. OCONUS cost are constructed using the single factor rate. Obtain rates from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

E. Split Shipment. A member may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and
2. Cost of GOV'T-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

### U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under a PCS authorization/order between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or
2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, see par. U5372-F.

B. Impact of Authorization/Order Effective Date. The authorization to HHG transportation accrues and becomes fixed on the PCS authorization/order effective date. Except as authorized in par. U5370-F for a member reduced in grade, the weight allowance is based on the grade held on the authorization/order effective date authorizing the HHG transportation.

C. Authorization/Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS authorization/order is received must be transported to the proper destination at GOV'T expense if the authorization/order is later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the least cost to the GOV'T, and not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

#### F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for a member who elects mobile home allowances.
2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska
  - a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from a Member's Port Reporting Month. When concurrent dependent travel is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:
    - (1) UB and other HHG transportation to the OCONUS PDS, and
    - (2) Mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is authorized UB and other HHG transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at GOV'T expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under a PCS authorization/order and who elects mobile home allowances within CONUS or Alaska, also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not authorized HHG or UB transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

- (1) Whose dependents are returned to CONUS or Alaska under pars. U5240 or U5900; and
- (2) Who elects mobile home allowances within or between CONUS or Alaska under pars. U5540-A and U5915;

also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. A member:

- (1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and
- (2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or UB transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in pars. U5330-F4b and U5330-F4c.

b. Mobile Home Transported by GOV'T-Procured Transportation. When a GOV'T-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the GOV'T for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by GOV'T-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the GOV'T to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation under par. U5505.

**G. HHG Transportation before an Authorization/Order Is Issued**

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS authorization/order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the PCS AO or a designated representative that the member was advised before such an authorization/order was issued that it would be issued;

b. Applicant-signed written agreement to pay any additional costs incurred for transportation to another point required because the new PDS named in the authorization/order is different than that named in a statement prescribed in par. U5330-G1a; and

c. Written applicant-signed agreement to pay the entire transportation cost (if a PCS authorization/order is not later issued to authorize the transportation). The length of time before the PCS authorization/ order is issued, during which a member may be advised that an authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the authorization/order is actually issued. General information furnished to the member concerning authorization/order issuance before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the authorization/order is to be issued ([52 Comp. Gen. 769 \(1973\)](#));

2. A Member Assigned to a Ship Preparing to Enter Overhaul. HHG transportation before a PCS authorization/order is issued is authorized for a member assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's home port is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies ([59 Comp. Gen. 509 \(1980\)](#)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authorization may be used any time while the authorization/order remains in effect and prior to receipt of another PCS authorization/order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); B-183436, 22 July 1975).

**Example:** A member is ordered PCS from Location A to Location B. When an authorization/order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the authorization/order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an authorization/order to Location C). However, the member can ship from Location A to Location C (par. U5310-A3) and/or from Location B to Location C.

I. Alcoholic Beverage Transportation. Alcoholic beverages transportation as HHG must conform to 27 USC §122 that states:

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

**SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY**

**U5462 DEFINITION**

The following definition is used *only* for the purposes of this Section:

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

**U5464 GENERAL**

POV storage is in lieu of POV shipment. This Section prescribes POV storage allowances for eligible members ordered to a foreign/non-foreign OCONUS (par. U5462) PDS to which a POV is not permitted to be transported, or sent TDY for more than 30 days to a contingency operation. It also covers allowances associated with:

1. Travel to and from designated storage facilities,
2. POV storage preparation,
3. Actual storage costs,
4. POV preparation for removal from storage, and
5. Costs associated with delivery to the next authorized destination (par. U5410).

***NOTE:*** APP A for definition of a contingency operation.

**\*U5465 CARE AND STORAGE**

The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at member's expense) until the POV is delivered to the member. For the member's responsibility and other requirements related to storing a POV, see the SDDC website at: <http://www.sddc.army.mil/>, and "Storing your POV" at: <http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf>.

***Storage of more than one POV, and/or storage of a POV instead of authorized transportation is not allowed.*** A member is financially responsible for storage and/or transportation of additional POVs.

**U5466 ELIGIBILITY**

***NOTE:*** Members with a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

A. **Members.** A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS (par. U5462) PDS; and the
  - a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a motor vehicle at GOV'T expense into that foreign/non-foreign OCONUS (par. U5462) PDS; or

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b. Vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. U5462) PDS; or

2. Sent TDY for more than 30 days to a contingency operation (APP A).

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. GOV'T-procured Storage Available

a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.

b. A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost, NTE the GOV'T's constructed storage cost.

2. GOV'T-procured Storage Not Available. When:

a. GOV'T-procured storage:

(1) Is not available, or

(2) Has not been designated, or

b. The member is instructed by the shipping/transportation officer to store the POV at personal expense,

the member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs.

### U5467 STORAGE IN LIEU OF SHIPMENT

POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited. A member who stores a POV at GOV'T expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS. However, the member may ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS. ***The member may not continue to store the POV at GOV'T expenses while shipping another POV to the subsequent OCONUS PDS.*** This is based on the shipping allowance to the subsequent OCONUS PDS.

**Example 1:** A member PCSs from CONUS to Japan (POV transportation not authorized) and the GOV'T pays to store the member's POV. The member receives a PCS authorization/order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.

**Example 2:** A member PCSs to Japan (POV transportation not authorized) and the GOV'T pays to store the member's POV. The member receives a PCS authorization/order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

***NOTE:*** *Removing the POV from storage before the member departs PCS/enters an IPCOT does not negate that the member stored a POV and is not authorized POV shipment. A member who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.*

**U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange the transportation to and/or from the selected storage facility. If a Service elects to transport the POV, the member may elect to personally arrange POV transportation -- member's option.

1. GOV'T-procured Transportation Available to and/or from Storage Facility

a. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.

b. When GOV'T-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the GOV'T's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the GOV'T's constructed transportation cost.

***NOTE: For an OCONUS Traveler: The member is to be reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) NTE the GOV'T's constructed transportation cost of shipping/transporting the POV.***

2. GOV'T-procured Transportation Not Available to and/or from Storage Facility. When GOV'T-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is to be reimbursed for the actual transportation cost. If the POV is driven, the member is to be reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under par. U5468-A.

B. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. ***Vehicle storage transportation reimbursement may only be paid as mileage (par. U2600) and is only for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with GOV'T reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.

3. A roundtrip is authorized to:

a. Deliver the POV to the storage facility, and

b. Pick-up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup is:

a. Not concurrent with PCS travel, or

b. ICW TDY on a contingency operation.

***NOTE: For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under par. U5130-A1.***

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travels via the designated storage facility is authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility.

***Reimbursement for travel back to the passenger POE is not authorized.***

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. U5462) PDS with TDY en route, is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);

b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated storage facility without traveling to the TDY en route location, see par. U5468-C for dependent travel and transportation allowances.***

2. Pick-Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:

a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

***NOTE:*** When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated storage facility without traveling to the TDY en route location, see par. U5468-D for dependent travel and transportation allowances.

#### U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. U5466).

B. Personally-procured POV Storage

1. Commercial Storage Facilities

a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).

b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. U5466).

c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service-designated storage facility. Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service-designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

a. General. *Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.*

b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.

c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

#### U5472 FACTORS AFFECTING POV STORAGE

A. Authorization/Order Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS authorization/order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transhipped to the proper destination, including the old or current PDS, at GOV'T expense, if the PCS (or contingency operation notification) authorization/order is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

B. Storage before an Authorization/Order is Issued. POV storage is permitted before a PCS (or contingency operation order/notification) authorization/order is issued to a member. A written statement must support the storage request:

1. From the PCS (or contingency operation designating) AO or the designated representative that the member was advised before such an authorization/order (or notification) was issued that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:

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- a. The entire storage cost if the PCS (or contingency order/notification) authorization/order to authorize storage is not issued later, and
- b. Any additional POV transshipment costs to another storage facility required because the PDS named in the authorization/order is different than the PDS named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency order/notification is not issued).

3. The length of time before a PCS (or a contingency operation notification) authorization/order is issued, during which a member may be advised that the PCS (or notification) authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the authorization/order (or contingency operation notification) is actually issued.

4. General information furnished to the member concerning PCS (or contingency operation notification) authorization/order issuance before the determination is made to actually issue the authorization/order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. U5462) duty, anticipated contingency departure date, etc.) is not advice that the authorization/order or notification is to be issued ([52 Comp. Gen. 769 \(1973\)](#)).

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the authorization/order remains in effect and prior to receipt of the next PCS authorization/order, as long as the POV storage is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

**U5474 RESTRICTIONS**

A. Restriction on Vehicle Size. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle's excess size (par. U1010-B9). As an exception, the Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependents(s) require the oversized POV for medical reasons. Excess costs are collected IAW Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at GOV'T expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the GOV'T's total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (par. U1010-B9).

**U5476 CONTINUED POV STORAGE**

A. Continued POV Storage for Active Duty Members. A POV may remain in storage at GOV'T expense for up to 90 days after the member returns from an OCONUS PDS (par. U5462) to which the POV could not be shipped, or from TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. U5365 apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

***NOTE:** Pickup/delivery out of storage is authorized at GOV'T expense, regardless of time in storage (as long as the member's authorization/order is valid). This includes storage that has been converted to storage at the member's expense.*

#### **U5479 ADVANCE OF FUNDS**

Authorized POV storage costs may be paid in advance.

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## SECTION 1: GENERAL

### U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the GOV'T's convenience (par. U5630-B15), or incident to an evacuation (pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 USC §407).

### U5605 DEFINITION OF TERMS

A. Member with Dependent. As used in this Part, "member with dependent" means a member who, on the PCS authorization/order effective date, has dependents authorized transportation ICW the PCS. A member, whose spouse is a dependent on the member's PCS authorization/order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service ([63 Comp. Gen. 55 \(1983\)](#)).

B. Member without Dependent. As used in this Part, "member without dependent" means a member who:

1. Has no dependents;
2. Is not authorized travel and transportation allowances for travel of dependents under par. U5201-B ICW a PCS (par. U5605-A for exceptions in parenthesis); or
3. Has dependents authorized travel and transportation allowances under par. U5201, but the dependents do not relocate ICW a PCS ([59 comp. Gen. 376 \(1980\)](#)).

### U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is authorized a DLA when dependents:

1. Relocate ICW a PCS,
2. Move ICW the closure or realignment of a military installation (par. U5630-B12),
3. Move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. As otherwise authorized in this Part.

B. Member without Dependents. A member without dependents is authorized DLA when:

1. Relocated ICW a PCS to a PDS where GOV'T QTRS are not assigned, or
2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. INSTALLATION (par. U5630-B12).

In the circumstances of par. U5610-B1, DLA authorization continues to exist if GOV'T QTRS' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: Regulations applicable to member-married-to-member couples (pars. U5630-B14 and U5630-E).***

### U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the PCS authorization/order effective date or the authorization/order directing the member to move ICW a military installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned GOV'T QTRS at the new PDS. If the dependent later joins the member and is authorized such dependent travel at GOV'T expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

### U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §407, a member is authorized only one DLA during a fiscal year, unless the:

\*1. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year. With the exceptions noted below for USCG and NOAA, the authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned. ***NOTE: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***

2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

3. Eligible dependents are relocated to a designated place incident to an evacuation (pars. U6012 and U6059);

4. Movement of a member's household is made ICW a national emergency or in time of war;

5. Movement of a member and/or a dependent(s) is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;

6. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or

7. Member's dependents relocate incident to the member being assigned to ITDY (par. U4605).

***NOTE: The one DLA per fiscal year limitation does not apply to partial DLA IAW par. U5630-B15.***

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS authorization/order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to GOV'T QTRS carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service installation, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, U5620-A5, and U5620-B2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

## SECTION 2: DLA AUTHORIZATION FACTORS

### U5630 AUTHORIZATION FACTORS

A. General. A member is authorized DLA under par. U5610 for a PCS move and dependent evacuation. These are the usual authorization categories. There are a number of other situations in which a member may or may not be authorized DLA. The authorization under these special circumstances follows.

B. Special Categories for Which DLA Is Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at GOV'T expense ([42 Comp. Gen. 460 \(1963\)](#)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. *The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY authorization/order. See 37 USC §406(e) and 37 USC §407.*

3. Dependent Movement to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS authorization/order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. U6012 and U6059.

4. Transfer to CONUS Hospital

a. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

b. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. *NOTE: The service performed after such separation is a continuation of the prior period of service.*

6. Authorization/Order Amended, Modified, Canceled, or Revoked. When a PCS authorization/order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the authorization/order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence ICW a PCS authorization/order and complete a move to a new location and then that PCS authorization/order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move. **No more than two DLAs are authorized by par. U5630. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. Par. U5630 does not authorize more than one DLA for a dependent who moves twice under the authority in par. U5222-C3a.**

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

a. No Home Port Change. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned GOV'T QTRS and occupies non-GOV'T QTRS for a period of more than 15 days before reporting aboard the assigned ship ([57 Comp. Gen. 178 \(1977\)](#)).

b. Home Port Change. A member without dependents, assigned to a two-crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to GOV'T QTRS and occupies non-GOV'T QTRS for a period of more than 15 days ([59 Comp. Gen. 221 \(1980\)](#)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

a. ***Has no dependent (NOTE: DLA at the without-dependent rate is payable under par. U5630-B11 to a member, who is a member with dependents for housing purposes solely because the member is paying child support.), and***

b. Is assigned to permanent duty aboard a ship, and

c. Elects not to occupy assigned shipboard QTRS for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

d. Occupies private sector housing ashore.

12. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military INSTALLATION. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military INSTALLATION and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves. For par. U5630-B12, the term military INSTALLATION means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

13. Member without Dependents Elects Not to Occupy Inadequate GOV'T QTRS. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependent,
- b. Is assigned to QTRS of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such QTRS or facility.

14. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below Grade E-6) is authorized DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard QTRS, and
- d. Occupy non-GOV'T or family-type GOV'T QTRS ashore.

See 73 Comp. Gen. 6 (1993).

\*15. Housing Moves at a PDS for the GOV'T's Convenience. A partial DLA of \$663.22 (effective 1 January 2010) must be paid to a member who is ordered to occupy/vacate family-type GOV'T QTRS due to:

- a. Privatization,
- b. Renovation, or
- c. Any other reason for the GOV'T's convenience other than PCS. See the NOTE below.

**NOTE:** For par. U5630-B, item 15(c), partial DLA is not authorized for the following local moves:

1. *From GOV'T QTRS upon separation/retirement;*
2. *Incident to PCS;*
3. *Change in family size or bedroom requirement for the member's convenience including promotion;*
4. *Voluntarily member-initiated (Exception: GOV'T-directed moves under pars. U5355-C1 and U5355-C2);*
5. *Pending divorce or family separation;*

6. *Due to the member's misconduct; or*

7. *From privatized housing to privatized housing.*

16. ITDY. DLA (also see exception to one-DLA-per-year rule) is payable ICW an ITDY authorization/order.

C. Special Categories for Which DLA Is *Not* Authorized. DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if GOV'T QTRS are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.)***; or

5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5201-B1a through B1d, U5201-B2a through B2f; and U5201-B3b.

6. Local short distance moves IAW par. U5355, except as authorized in pars. U5630-B1, U5630-B2, U5630-B12, and U5630-B15.

D. Household Relocation Incident to Alert Notification. A member with dependent,

1. Who relocates the household incident to an official alert notification,

2. But before a PCS authorization/order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type GOV'T QTRS, if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector QTRS. A member authorized a short distance HHG move from private sector QTRS to other private sector QTRS for the GOV'T's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

**SECTION 3: DLA RATES**

**U5635 DLA RATES**

A. Primary DLA Rates (Table U5G-1)

<b>PRIMARY DLA RATES</b> * (Effective 1 January 2010)		
<b>*Table U5G-1</b>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$3,431.15	\$4,223.71
O-9	\$3,431.15	\$4,223.71
O-8	\$3,431.15	\$4,223.71
O-7	\$3,431.15	\$4,223.71
O-6	\$3,147.81	\$3,803.07
O-5	\$3,031.75	\$3,665.78
O-4	\$2,809.56	\$3,231.44
O-3	\$2,251.64	\$2,673.48
O-2	\$1,786.09	\$2,282.83
O-1	\$1,504.00	\$2,040.72
O-3E	\$2,431.37	\$2,873.21
O-2E	\$2,066.92	\$2,592.40
O-1E	\$1,777.35	\$2,395.17
W-5	\$2,854.48	\$3,119.10
W-4	\$2,534.95	\$2,859.51
W-3	\$2,130.58	\$2,619.85
W-2	\$1,892.20	\$2,410.16
W-1	\$1,583.88	\$2,084.41
E-9	\$2,081.92	\$2,744.66
E-8	\$1,910.90	\$2,529.99
E-7	\$1,632.57	\$2,349.00
E-6	\$1,477.78	\$2,170.51
E-5	\$1,362.97	\$1,952.08
E-4	\$1,185.72	\$1,952.08
E-3	\$1,163.26	\$1,952.08
E-2	\$944.84	\$1,952.08
E-1	\$842.51	\$1,952.08

B. Secondary DLA Rates (Table U5G-2)

<b>SECONDARY DLA RATES</b>		
<i>*(Effective 1 January 2010)</i>		
<b>*Table U5G-2</b>		
<b><i>NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.</i></b>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$2,744.91	\$3,378.96
O-9	\$2,744.91	\$3,378.96
O-8	\$2,744.91	\$3,378.96
O-7	\$2,744.91	\$3,378.96
O-6	\$2,518.28	\$3,042.48
O-5	\$2,425.38	\$2,932.62
O-4	\$2,247.65	\$2,585.16
O-3	\$1,801.31	\$2,138.82
O-2	\$1,428.87	\$1,826.28
O-1	\$1,203.20	\$1,632.57
O-3E	\$1,945.11	\$2,298.57
O-2E	\$1,653.53	\$2,073.90
O-1E	\$1,421.89	\$1,916.14
W-5	\$2,283.58	\$2,495.26
W-4	\$2,027.98	\$2,287.60
W-3	\$1,704.47	\$2,095.89
W-2	\$1,513.74	\$1,928.12
W-1	\$1,267.12	\$1,667.51
E-9	\$1,665.53	\$2,195.75
E-8	\$1,528.73	\$2,023.97
E-7	\$1,306.04	\$1,879.21
E-6	\$1,182.24	\$1,736.41
E-5	\$1,090.39	\$1,561.67
E-4	\$948.60	\$1,561.67
E-3	\$930.60	\$1,561.67
E-2	\$755.87	\$1,561.67
E-1	\$674.00	\$1,561.67

C. DLA when a Member-Married-to Member Couple is Transferred (Table U5G-3)

<b>DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED</b> <b>(Table U5G-3)</b>					
<b>Neither Member Has A Dependent</b>					
<b>R U L E</b>	<b>(A) If one member has:</b>	<b>(B) and the other member has:</b>	<b>(C) and at the old PDS(s) they occupied:</b>	<b>(D) and at the new PDS(s) they occupy:</b>	<b>(E) then DLA is payable to:</b>
1	no dependent	no dependent	the same dwelling	the same dwelling 3/	either member at the "without- dependent" rate, but not to both. 1/
2				separate dwellings 2/, 3/	
3			separate dwellings	the same dwelling 3/	each member at the "without- dependent" rate. 4/
4				separate dwellings 2/, 3/	
<b>One Member Has Dependent(s)</b>					
<b>R U L E</b>	<b>(A) If one member has:</b>	<b>(B) and the other member has:</b>	<b>(C) and at the old PDS(s) they occupied:</b>	<b>(D) and at the new PDS(s) they occupy:</b>	<b>(E) then DLA is payable to:</b>
5	no dependent	dependent(s)	the same dwelling	the same dwelling 3/	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. 1/
6				separate dwellings 2/, 3/	
7			separate dwellings	the same dwelling 3/	each member(at the "without- dependent" rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
8				separate dwellings 2/, 3/	
<b>Both Members Have Dependent(s)</b>					
<b>R U L E</b>	<b>(A) If one member has:</b>	<b>(B) and the other member has:</b>	<b>(C) and at the old PDS(s) they occupied:</b>	<b>(D) and at the new PDS(s) they occupy:</b>	<b>(E) then DLA is payable to:</b>
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dependent" rate, but not to both. 1/
10				separate dwellings 2/	
11			separate dwellings	the same dwelling	each member at the "with-dependent" rate.
12				separate dwellings 2/	

1/ The husband and wife may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member ([B-191742, 1 August 1978](#) and DOHA Case 96110801, 26 June 1997):

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,

(b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and

(c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary QTRS while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary QTRS. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary QTRS with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary QTRS. Member B moves out of the household at Offutt AFB and occupies temporary QTRS at Offutt AFB. Member B later joins Member A (who is residing in temporary QTRS) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

3/ A member who has no dependent and who is assigned to GOV'T QTRS at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. U5610-B and U5630-E.

4/ Only one DLA is authorized if moving from separate QTRS to the same family-type GOV'T QTRS.

## SECTION 1: GENERAL

### U9150 GENERAL

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits ([B-208740, 31 January 1983](#))) and waiting for a GOV'T QTRS assignment, or while completing arrangements for other private sector housing when GOV'T QTRS are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent GOV'T QTRS/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent GOV'T QTRS/private sector housing/privatized housing;
3. While seeking permanent GOV'T QTRS/private sector housing following a TDY period when a member-without-dependents vacated permanent GOV'T QTRS/private sector housing before a TDY assignment of 90 or more days ([59 Comp. Gen. 486 \(1980\)](#));
4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits ([B-208740, 31 January 1983](#)) after GOV'T QTRS/private sector housing is vacated ICW a PCS authorization/order; or
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

***NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.***

***NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA is provided for inappropriate reasons.***

***NOTE 3: See par. U9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.***

#### B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:

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

for review IAW DoDD 5154.29 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. U9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements in par. U9150-C1e(1) through (8) must be met before TLA payment.
- c. If GOV'T QTRS are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost IAW par. U1045.
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
  - (1) Upon arrival, of the responsibility to aggressively seek permanent GOV'T QTRS/private sector housing (not applicable when it is known that the member is to be assigned GOV'T QTRS), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent GOV'T QTRS/private sector housing;
  - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent GOV'T QTRS/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to GOV'T QTRS.***;
  - (3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;
  - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. U9160 and U9170;
  - (5) Of the requirement to relocate to other permanent GOV'T QTRS/private sector housing or to reoccupy the GOV'T QTRS/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;
  - (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
  - (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
  - (8) That lodging expenses are not allowed while staying with friends/relatives.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-G), delayed departure (par. U9170-C), or early permanent GOV'T QTRS/private sector housing termination (par. U9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependent(s) is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

***NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.***

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent QTRS. The guidance should ensure that:

(1) Existing GOV'T transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the GOV'T transient facilities more available to a member in a TLA status and/or dependents;

(2) Leased QTRS furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

- (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) The member is aware of GOV'T-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent GOV'T QTRS and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
- (6) Permanent GOV'T QTRS are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent GOV'T QTRS/private sector housing could reasonably be occupied, when permanent GOV'T QTRS are/private sector housing is not occupied;
- (7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and
- (8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

#### **U9155 GENERAL TLA PAYMENT CONDITIONS**

- \*A. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.
- B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
- C. An initial TLA period and an additional authorized TLA period do not have to be continuous.
- D. A member serving an unaccompanied tour is not authorized TLA when an available GOV'T dining facility/ mess is not used and/or available GOV'T QTRS are not occupied because a non-command-sponsored dependent is in the PDS vicinity.
- E. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part H) as long as TLA and TQSE/TQSA payments cover different expenses. Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

#### **U9157 ADVANCE PAYMENT**

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

## SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

### U10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

A. General. The FSH allowance is based upon a separation resulting from military orders and not the personal choice of the member and/or dependents. It is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS, or to a PDS in CONUS to which concurrent travel has been denied. General conditions are:

1. Dependent transportation to the PDS is not authorized at GOV'T expense under 37 USC §406;
2. Dependents do not reside in the PDS vicinity; and
3. GOV'T QTRS are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. U10414 –B1 and U10414-B2. FSH-B is payable in a monthly amount *equal to* the without-dependent BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount *up to* the without-dependent OHA rate applicable to the member's grade and PDS.

1. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawai'i or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that GOV'T QTRS are not available and the member has obtained private-sector housing.
2. FSH – OHA Based Location (FSH-O) is payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. U10022), utility/recurring maintenance allowance (par. U10024), MIHA (par. U10026), and advances (par. U10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;
2. Member has no dependents other than a dependent for which the member is paying child support but does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §406, just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §406, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH; or
3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.
2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

\*3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member's PDS vicinity, then the member is authorized FSH-O/FSH-B.

4. For consistent action on FSH changes with other housing allowances see par. U10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. U10404.
2. GOV'T-caused delays. See par. U10406.
3. Early return of dependents. See par. U10410.
4. Evacuation. See par. U10426.
5. Concurrent Dependent Travel Denied in CONUS. See par. U5222-N.

G. Decision Logic Table

**CONDITIONS AFFECTING FSH AUTHORIZATION**

<b>Table U10E-11</b>		
<b>R U L E</b>	<b>When an eligible member</b>	<b>Then FSH</b>
<b>1</b>	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
<b>2</b>	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS ( <i>Eff: 29 Dec 06</i> )
<b>3</b>	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
<b>4</b>	Is assigned GOV'T QTRS	Continues through the day before the day GOV'T QTRS become available for assignment
<b>5</b>	Enters a non-pay status for any reason, except as provided in <b><u>NOTE 1</u></b>	Continues through the day before the date member enters non-pay status
<b>6</b>	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
<b>7</b>	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
<b>8</b>	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
<b>9</b>	Is in military confinement or otherwise restricted by military authority	
<b>10</b>	Continues in status covered by rules 6 through 9 for more than 60 days	Continues <b><u>NOTE 2</u></b>

**NOTES:**

1. See par. U10422.
2. Payment must be supported by member's certificate that the member maintained private sector housing at the PDS.

**APPENDIX A**

**DEFINITIONS & ACRONYMS (JFTR/JTR)**

**PART 1: DEFINITIONS (JFTR/JTR)**

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**PART 2: DEFINITIONS (UNIFORMED MEMBER ONLY)**

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**PART 3: DEFINITIONS (CIVILIAN EMPLOYEE ONLY)**

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**PART 4: ACRONYMS (JFTR/JTR)**

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## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 1: DEFINITIONS (JFTR/JTR)

*As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.*

**ACCOMMODATIONS.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

**ACCOMMODATIONS, APPROVED.** Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

#### ACCOMMODATIONS, COMMON CARRIER.

1. First-/Premium-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest service class, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than economy/coach and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see JFTR par. U3135-B3/JTR par. C2208.
3. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

**ACCOMMODATIONS, PUBLIC.** Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T;
2. Treated as an apartment building by State or local law or regulation; or

3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

**AGENCY**

A. Includes a/an:

1. Executive agency, as defined in 5 USC §105;
2. Military department;
3. Office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

**APPROVE(D).** The ratification or confirmation of an act already done.

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (37 USC §101(4)).

**ATTENDANT.** An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies the member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

**AUTHORIZED.**

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

**AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**BAGGAGE.** Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point. GOV'T material may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

**BAGGAGE, ACCOMPANIED.** Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

**BAGGAGE, UNACCOMPANIED (UB).** That part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1: UB ICW permanent duty, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in UB.***

***NOTE 2: ICW an extended TDY assignment, UB is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

**BLANKET TRAVEL AUTHORIZATION/ORDER.** (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization/Order.) An authorization/order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. *See TRAVEL AUTHORIZATION/ORDER.*

***NOTE 1: The blanket/repeat travel authorization/order is not used in DTS.***

***NOTE 2: A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each such trip, must be issued.***

***NOTE 3: AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area (JFTR, par. U4215/JTR, par. C4606).***

***NOTE 3 does not apply to the Coast Guard.***

**BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and economy-/coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and economy-/coach-class accommodations. *See JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).*

**CALENDAR DAY.** The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).***

**CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See the [CITY-PAIR AIRFARE CONTRACT](#) at [www.gsa.gov/citypair](http://www.gsa.gov/citypair). *These fares are not used in cost-construction.*

**CERTIFICATED AIR CARRIER.** See U.S. *CERTIFICATED CARRIER*.

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

**CITY-PAIR AIRFARE.** See the [CITY-PAIR AIRFARE CONTRACT](#) at [www.gsa.gov/citypair](http://www.gsa.gov/citypair).

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private-sector supplier of air, rail, bus, or ship transportation.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. *NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.*

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIER.** U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

**\*CONUS LOCALITY PER DIEM RATES.** For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#) at [dtod.sddc.army.mil](http://dtod.sddc.army.mil).

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also ref the [Defense Almanac](http://www.defenselink.mil/pubs/almanac/) <http://www.defenselink.mil/pubs/almanac/> and/or the [Department of Defense](http://www.dod.mil/) at the mil.com website <http://www.gov.com/agency/dod/agency.html>)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	*National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DOD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DOD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DOD Inspector General	DOD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency	Pentagon Force Protection Agency	Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency		

**DISCOUNT GOVERNMENT MEAL RATE.** The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**DISTANCE.** As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
  - a. Travel is authorized by competent authority, and
  - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

**EXPEDITED TRANSPORTATION MODE.** A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

**EXTENDED STORAGE.** *See NON-TEMPORARY STORAGE.*

**FAMILY.** *See DEPENDENT.*

**FEDERAL TRAVEL REGULATION.** Regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

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

1. The individual is subsisted in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate), or
2. Students are participating in survival training, forage for subsistence, and improvise shelter. Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.

**FIRST-CLASS.** The highest accommodations class available. See JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**FORMER CANAL ZONE AREA.** Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

**GEOGRAPHICAL LOCALITY.** The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:*** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession, are separate geographical localities.

***NOTE 2:*** When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

**GOVERNMENT (GOV'T).** The GOV'T of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A miscellaneous reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT-CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

**GOVERNMENT-CONTROLLED QUARTERS.** QTRS (other than GOV'T or privatized QTRS) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

**GOVERNMENT CONVEYANCE.** Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D/JTR, par. C2203-D (Personally procured moves) is not a GOV'T conveyance ([52 Comp. Gen. 936 \(1973\)](#)).

**GOVERNMENT DINING FACILITY/MESS.** A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See APP O, par. T4040-A2b for information on "GOV'T dining facility/mess available.") by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. ***NOTE:*** A dining facility/mess established and operated primarily for enlisted member subsistence is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

***NOTE:*** In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

**GOVERNMENT-FURNISHED AUTOMOBILE.** An automobile (or “light truck,” as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV’T for 60 or more days from a commercial firm.

**GOVERNMENT-FURNISHED VEHICLE.** A GOV’T-furnished automobile or a GOV’T aircraft.

**GOVERNMENT MEAL RATE**

The daily rate (discount or standard) provided for meals in a GOV’T DINING FACILITY/MESS.

*Effective 1 January 2009.*

1. Discount GOV’T Meal Rate: \$9.25 per day
2. Standard GOV’T Meal Rate: \$10.80 per day

**NOTE:** *Also see DISCOUNT GOVERNMENT MEAL RATE.*

**GOVERNMENT MESS.** *See GOVERNMENT DINING FACILITY/MESS.*

**GOVERNMENT-PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV’T official.

**GOVERNMENT QUARTERS.**

**NOTE:** *Privatized housing, of any style or type and in any location, is not GOV’T QTRS.*

A. GOV’T QTRS. The following are GOV’T QTRS:

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

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management](#) (see <http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf>), and implemented by appropriate Service regulations.
2. Non-DoD Services. See Service regulations.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD**.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)** (Standard Form 1169). An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

**NOTE:** *A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.*

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

**GROUP MOVEMENT.** A movement of 2 or more official travelers traveling as a group, under the same travel authorization/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 travel authorization/order.

**NOTE:** *Members, 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.*

**\*HIGHEST CONUS M&IE RATE**

\$51 Effective for travel by car ferry *on/ after 1 January 2005*

\$64 Effective for travel by car ferry *on/ after 1 October 2005*

\$71 Effective for travel by car ferry *on/after 1 October 2009*

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG**.

**HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item. **NOTE:** *The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.*

**INDIVIDUALLY BILLED ACCOUNT (IBA).** GOV'T Travel Charge Card (GTCC) Individually Billed Account (IBA). **NOTE:** *The term IBA does not apply to any other form of personal credit card.*

**INVITATIONAL TRAVEL.** See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

**\*LOCALITY PER DIEM RATES.** Maximum per diem rates prescribed for specific localities. For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

**LODGINGS-PLUS COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

**MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See JFTR, par. U2600/JTR, par. C2500 for current rates.

**MISSING STATUS.** The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3120/JTR, par. C2203),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence ([51 Comp. Gen. 806 \(1972\)](#)), and a boat a member uses as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member/employee or the member's/employee's dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). See JFTR, par. U2605/JTR, par. C2505 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**\*OCONUS LOCALITY PER DIEM RATES.** For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

**OFFICIAL STATION.** See *PERMANENT DUTY STATION*.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See *AO*.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See *OCONUS*.

**PER DIEM, REDUCED.** See *REDUCED PER DIEM*.

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.** The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

*The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoD Directive 5154.29, 9 March 1993).*

**PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE:*** The **PLEAD** changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC**.

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**POST OF DUTY.** (*Also see PDS.*) An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**PREMIUM-CLASS.** Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS**.

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC).** (*See TRANSPORTATION.*) Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415/JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the GOV'T, is not a POC.***

**PRIVATIZED HOUSING.** Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. ***Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.***

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE.** (*Also called PRO or PRO-Gear. APP A2 for PBP&E for a member's non-member spouse.*) HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)). The following items are PBP&E:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (DoDD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).
8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

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

**PROPORTIONAL MEAL RATE.** The average of the standard [GOV'T meal rate \(<http://www.defensetravel.dod.mil/perdiem/faqqovmeals.html>\)](#) and the meals portion of the applicable [M&IE rate \(<http://www.defensetravel.dod.mil/perdiem/pdrates.html>\)](#) , rounded up to the nearest dollar.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RESERVE COMPONENT.** The:

- A. Army National Guard of the U.S.;
- B. Army Reserve;
- C. Naval Reserve;

- D. Marine Corps Reserve;
- E. Air National Guard of the U.S.;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodgings that are not hotel or hotel-like accommodations.

**SECRETARY CONCERNED.** As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SERVICES.** See *UNIFORMED SERVICES*.

**SPARE PARTS FOR A POV.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD GOVERNMENT MEAL RATE.** The daily rate paid for meals in a GOV'T DINING FACILITY/ MESS including the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**STORAGE IN TRANSIT (SIT).** Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. (See JFTR, par. U5375/JTR, par. C5190.) Also referred to as temporary storage.

**TEMPORARY DUTY (TDY) LOCATION.** See *TEMPORARY DUTY STATION*.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the INSTALLATION. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT.**

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

A. Commonwealth of the [Northern Mariana Islands](http://www.saipan.com), i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

**TERRITORY OF THE UNITED STATES.** (See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**) An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the U.S. by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

**TRANSOCEANIC TRAVEL.** Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

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

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. See Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H/JTR, Part D) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:** The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 37 USC §554/5 USC §5564 and is IAW Service regulations.*

***NOTE 2:** Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's/employee's financial responsibility.*

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and miscellaneous reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

**TRAVEL AUTHORIZATION/ORDER.** A written instrument issued or approved by person(s) to whom authority has been delegated authorizing/directing a traveler or group of travelers to travel. There are four basic types of travel authorizations/orders:

A. Unlimited Open. This is a form of blanket travel authorization/order allowing a member/an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See NOTE below for restrictions.

B. Limited Open. This is a form of blanket travel authorization/order allowing a member/an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See NOTE below for restrictions.

C. Repeat. This is a form of blanket travel authorization/order allowing a member/an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See NOTE below for restrictions.

D. Trip-by-trip. A travel authorization/order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.***

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, INVITATIONAL.** Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

**TRAVEL MANAGEMENT CENTER (TMC).** See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE/ TRAVEL MANAGEMENT CENTER (CTO/TMC)** and **TRAVEL MANAGEMENT SYSTEM (TMS)**.

**TRAVEL MANAGEMENT SYSTEM (TMS).** (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

***NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.***

***NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.***

**TRAVEL ORDER.** See **TRAVEL AUTHORIZATION/ORDER**.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization/order, including time en route awaiting transportation connections and delays en route beyond the traveler's control. ***NOTE: See JFTR, par. U2200/JTR, par. C1060 for more detail.***

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official travel authorization/order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED**.

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

**U.S. FLAG AIR CARRIER.** *See U.S.-CERTIFICATED AIR CARRIER.*

**U.S. INSTALLATION.** A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a GOV'T DINING FACILITY/MESS, and
- C. At which there are U.S. GOV'T operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the INSTALLATION.*

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 2: DEFINITIONS (UNIFORMED MEMBER ONLY)

*As used in JFTR, and unless otherwise specifically provided in JFTR, the following definitions apply.*

**ACADEMY, SERVICE.** The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

**ACTIVE DUTY.** Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

**ACTIVE DUTY FOR TRAINING.** Full-time training duty in the active military service for the purpose of training a member of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

**ACTUAL SUBSISTENCE EXPENSES.** The same items as those included under Per Diem Allowance, ***NOTE 2.***

**ADVANCED TRAVEL OF DEPENDENTS.** The movement of dependents based on a Permanent Change of Station (PCS) authorization/order, but before member travel.

**ANNUAL TRAINING DUTY.** Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DoD and Service regulations). ***NOTE: Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements; i.e., operational support.***

**AUTOMOBILE MILEAGE RATES.** See ***MILEAGE (ALLOWANCE).***

**COMMANDANT'S PAROLE.** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

**COMMAND SPONSORED DEPENDENT.** See ***DEPENDENT, COMMAND SPONSORED.***

**COMMERCIAL POV STORAGE FACILITY.** Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

**CONSECUTIVE OVERSEAS TOUR (COT).** (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

**DEPENDENT.** Defined by 37 USC §401.

***NOTE: Exception. For authorization purposes under JFTR:***

***1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;***

2. *A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);*
3. *A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.*

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (See exception NOTES above.)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS authorization/order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. See [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case in which the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

- a. Army  
DFAS-PMTEC-C/IN  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-0855
- b. Navy  
DFAS-CL/PMMACB  
1240 East 9<sup>th</sup> Street  
Cleveland, OH 44199-2055
- c. Air Force  
DFAS-PMJPD/DE  
6760 East Irvington Place  
Denver, CO 80279-3000
- d. Marine Corps  
Commandant of the Marine Corps (MRP-1)  
3280 Russell Avenue  
Quantico, VA 22134-5143
- e. NOAA Corps  
Director, Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910-6333
- f. Coast Guard  
Commanding Officer (LGL)  
Coast Guard Personnel Service Center  
Federal Bldg.  
444 S.E. Quincy Street  
Topeka, KS 66683-3591
- g. U.S. Public Health Service Commissioned Corps  
Office of Commissioned Corps Support Services  
5600 Fisher Lane, Room 4-50  
Rockville, MD 20857-0001

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](http://www.gsbca.gsa.gov/relo/r1594703.txt) available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
[GSBCA 15382-RELO, 20 December 2000](http://www.gsbca.gsa.gov/relo/r1538220.txt) available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
[GSBCA 15207-RELO, 19 May 2000](http://www.gsbca.gsa.gov/relo/r1520719.txt) available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
[GSBCA 14673-RELO, 9 December 1998](http://www.gsbca.gsa.gov/relo/r1467309.txt) available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
[GSBCA 14122-RELO, 16 March 1998](http://www.gsbca.gsa.gov/relo/r141220.txt) available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

**DEPENDENT, ACQUIRED.** A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. **NOTE:** *The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.*

**DEPENDENT, COMMAND-SPONSORED.** (Also see **DEPENDENT**) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

**DEPENDENT-RESTRICTED TOUR.** A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

**DESIGNATED PLACE.** Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. **NOTE:** *Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.*;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;
4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. **NOTE:** *Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.*

**NOTE 1:** *To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.*

**NOTE 2:** *For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.*

**DETACHMENT.** A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DUTY STATION.** For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
  - a. Appointment to regular Service from civilian life or an RC;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

**EARLY RETURN OF DEPENDENT.** Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS authorization/order.

**EFFECTIVE DATE OF PCS ORDER.** *See PCS AUTHORIZATION/ORDER EFFECTIVE DATE.*

**FOREIGN-BORN DEPENDENT.** A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

**HOME OF RECORD (HOR).** The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

***NOTE 1:*** *The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

***NOTE 2:*** *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

***NOTE 3:*** An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS).** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

**HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY authorization/order that legally may be accepted and transported by an authorized commercial transporter.

***NOTE 1:*** See par. U5310-E for an article involving a weight additive.

***NOTE 2:*** HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare POV parts (see the definition in APP A) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for a member ordered to locations listed in APP F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Ch 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;
  4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:
    - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS authorization/order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
    - b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
  5. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
  6. HHG for resale, disposal or commercial use;
  7. Privately owned live ammunition ([B-130583, 8 May 1957](#));
  8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DoD 4500.9-R, DTR, Part IV](#), for examples of hazardous materials.
- C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
  2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
  3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
    - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
    - b. No storage is required, and
    - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**INACTIVE DUTY TRAINING.**

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** *This term does not include work or study for a correspondence course of a uniformed service.*

***NOTE 2:*** *For pay purposes, inactive duty training must be performed under an authorization/order, cover a specific assignment, and have a prescribed time limit.*

**INITIAL ACTIVE DUTY TRAINING.** The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT).** A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE:*** *An IPCOT authorization/order effective date is the first day of duty on the new tour.* No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized.*** (Ref: [DoDI 1315.18](#)). For USCG, see Service directives.

**KEY BILLET.** An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity's or unit's mission or to the United States' presence in that area. ***NOTE:*** *Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary Concerned.*

**LAST DUTY STATION.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LODGINGS IN KIND.** Lodgings provided by the GOV'T without cost to the member.

**NON-COMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**OCONUS.** Outside CONUS.

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**\*PCS AUTHORIZATION/ORDER EFFECTIVE DATE.**

1. For a member being separated or retired, the last day of active duty. See below for an RC member being separated.
- \*2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT authorization/order effective date is the first day of duty on the new tour. See IPCOT definition.

***NOTE:*** *The following are examples of computing an authorization's/order's effective date:*

<b>EXAMPLE 1</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS authorization/order effective date
<b>EXAMPLE 2</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS authorization/order effective date
<b>*EXAMPLE 3</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS authorization/order effective date

**PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other Miscellaneous Reimbursable Expenses. The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and applicable service charges, for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging tax (see NOTE 2 below)*. **NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.**

**NOTE 1:**

- a. 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. Tax on lodging in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expenses except when 'MALT-Plus' per diem for POC travel is paid.
- b. The maximum amount allowed for **lodging** (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in foreign OCONUS areas includes a lodging tax amount. Tax on lodging in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. Incidental Expenses. Incidental expenses include:
- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.***
  - c. Personal laundry/dry-cleaning and pressing of clothing (***except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below***);
  - d. Telegrams and telephone calls necessary to reserve lodging accommodations;
  - e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;
  - f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
  - g. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and
  - h. Tax and service charges on any of the expenses in items 2 through 3g.

**NOTE 2:**

- 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 separate miscellaneous 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 separate miscellaneous reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.***

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent authorization/order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
  - (1) Discharge, resignation, or separation from the Service under honorable conditions;
  - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
  - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
  - (4) Retirement; and
  - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

**NOTE 1:** *The PDS geographic limits are:*

*a. **For a member.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

*b. **For an invitational traveler***

- 1. The corporate limits of the city or town in which the home or principal place of business is located; or*
- 2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

**NOTE 2:** *Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).*

***NOTE 3: When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.***

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or from an RC;
  - b. Being called to active duty (including for training) for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
  - d. Enlistment or induction into the Service (regular or during emergency); or
  - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
4. The member's home upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

**PERMANENT DUTY TRAVEL.** PCS and COT/IPCOT travel.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).**

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a member's dependent for the primary purpose of providing personal transportation that:
  - a. Is self-propelled;
  - b. Is licensed to travel on the public highways;
  - c. Is designed to carry passengers or HHG; and
  - d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

***NOTE 1:*** *In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the member's responsibility.*

***NOTE 2:*** *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

**PROCEED TIME.** A period of time that a member is authorized, by Service regulations, to delay in the execution of a travel authorization/order.

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

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

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

**REPEAT TRAVEL AUTHORIZATION/ORDER.** See *BLANKET TRAVEL AUTHORIZATION/ORDER*.

**SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS.** Cost of maid service and fee for electricity.

**SHORT DISTANCE MOVE.** A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

**NOTE:** A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/perdiemrates.html) (<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>).

**SUBSISTING OUT.** The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment ([DoD 6015.1-M, January 1999, P19.1.19](#)).

**TEMPORARY DUTY (TDY).**

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. Types: There are four types of TDY travel with different allowances:
  - a. **Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. **Schoolhouse Training Travel.** Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. **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.
  - d. **Special Circumstances Travel.** Those categories of travel found in JFTR, Ch 7.

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR.** The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. See [DoDI 1315.18](#), par. E2.1.50.

**UNUSUALLY ARDUOUS SEA DUTY.** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

**YEARS OF SERVICE.** Any service authorized to be credited in computation of basic pay under 37 USC §205.

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## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 3: DEFINITIONS (CIVILIAN EMPLOYEE ONLY)

*As used in JTR, and unless otherwise specifically provided in JTR, the following definitions apply.*

**ACTUAL RESIDENCE.** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record.” For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

**AGREEMENT.** A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

**APPROVING OFFICIAL.** See **TRAVEL-APPROVING/DIRECTING OFFICIAL**.

**AUTHENTICATING OFFICIAL.** See **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)**.

**BREAK IN SERVICE.** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (**5 CFR §300.703 (2004)**).

**COMMUTED RATE.** A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See par. C5160-D4.

**DEPENDENT/IMMEDIATE FAMILY.** Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children. See [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

**NOTE 1:** *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a “legal guardianship” as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create*

*guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBCA 16337-RELO, 19 April 2004](#)).*

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

***NOTE 2:*** *Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

***NOTE 3:*** *ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.*

***NOTE 4:*** *With respect to emergency leave travel, see par. C7365-D.*

***NOTE 5:*** *Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

*GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,*

*"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*

*As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).*

*The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).*

*The burden of proof is on the claimant to establish the common law marriage. See [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).*

*Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.*

**Pertinent GSBCA decisions**

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

**DESIGNATED PLACE.** A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE.** The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES**

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

**DUTY STATIONS.** For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION.** The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT.** The date an employee or new appointee reports for duty at a new or first PDS.

**EFFECTIVE DATE OF SEPARATION.** The date an employee is separated from Federal service.

**EMERGENCY TRAVEL.** See **TRAVEL, EMERGENCY.**

**FOREIGN SERVICE OF THE UNITED STATES.** The Foreign Service as constituted under the Foreign Service Act of 1980.

**FUND-APPROVING OFFICIAL.** One who provides the accounting data for authorized/approved travel authorizations or amendments.

**HOUSEHOLD GOODS (HHG) (FTR, §300-3.1).** Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date (See APP A) of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier.

**NOTE:** See par. C5154-E for an article involving a weight additive.

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare parts for a POV (see APP A) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in APP F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

**B. HHG *do not* include:**

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See [DoD 4500.9-R, DTR, Part IV](#), for examples of hazardous materials.

**C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:**

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

- a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
- b. No storage is required, and
- c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSE-HUNTING TRIP (HHT).** Round trip travel between the old and new PDSs to seek a permanent residence.

**IMMEDIATE FAMILY.** See **DEPENDENT/IMMEDIATE FAMILY.**

**INTERVIEWEE.** An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.** A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

#### **OCONUS**

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**PER DIEM ALLOWANCE.** The per diem allowance (**also referred to as subsistence allowance**) is a daily payment instead of actual expense reimbursement for the actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other Miscellaneous Reimbursable Expenses. The per diem allowance covers all charges, including tax (*except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and applicable service charges, for:

1. Lodging. Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, **and in foreign OCONUS areas only lodging taxes (see NOTE 2 below).** **NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.**

**NOTE 1:** *Per diem does not include transportation and other miscellaneous travel expenses.*

**NOTE 2:** *The maximum amount allowed for lodging (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include a lodging tax amount. Lodging tax in CONUS and in a non-foreign OCONUS area is a separate miscellaneous reimbursable expense. The maximum amount allowed for lodging in a foreign OCONUS area includes a lodging tax amount. Lodging tax in a foreign OCONUS area is not a separate miscellaneous reimbursable expense.*

2. Meals. Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

3. Incidental Expenses. Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;
- c. Clothing laundry, dry-cleaning, and/or pressing (***except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below***);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
- f. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)); and
- g. Tax and service charges on any of the expenses in items 2 through 3f.

***NOTE 3: The cost for clothing laundry, dry cleaning and pressing is a separate miscellaneous reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for clothing laundry, dry cleaning and pressing is not a separate miscellaneous reimbursable travel expense for travel OCONUS and is included as an IE within the per diem/AEA authorized/ approved for travel OCONUS.***

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

**PERMANENT DUTY STATION (PDS).** Also called **OFFICIAL STATION.** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or

2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., *McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

**NOTE:** *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

**PERMANENT DUTY TRAVEL (PDT).** First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. See Ch 5, Part A.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).** Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (*see NOTE 3 below*).

**NOTE 1:** *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

**NOTE 2:** *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

**NOTE 3:**

*a. **CONUS.** A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.*

*b. **OCONUS.** A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization/order.*

**RENEWAL AGREEMENT TRAVEL (RAT).** See **PERMANENT DUTY TRAVEL**. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Ch 5, Part K, for eligibility and limitations.

**SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,
- C. Director, Administration & Management for:

1. Office of the Secretary of Defense,
2. Washington Headquarters Services,
3. Organization of the Joint Chiefs of Staff,
4. Uniformed Services University of the Health Sciences,
5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

**SEPARATE DEPARTMENT.** See **DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.**

**SEPARATION TRAVEL.** See **PERMANENT DUTY TRAVEL.**

**SHORT DISTANCE MOVE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**STANDARD CONUS PER DIEM RATE**

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>). See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

**SUBSISTENCE EXPENSES.** See **PER DIEM ALLOWANCE.**

**TEACHER.** A civilian who is a citizen of the U.S. and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**TEMPORARY DUTY (TDY).** Duty at one or more locations, away from the PDS, under a travel authorization/order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS. There are four types of TDY travel with different allowances:

1. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
3. Deployment, Personnel Traveling Together Under an Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

4. Special Circumstances Travel. Those categories of travel found in JTR, Ch 7.

**TRANSPORTATION, USUAL MODE OF.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL, EMERGENCY.** Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

**TRAVEL REQUEST.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

**UPON SEPARATION FROM FEDERAL SERVICE.** All dates following the date an employee is separated from Federal Service.

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**APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)**

**\*PART 4: ACRONYMS (JFTR/JTR)**

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

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

<u>Acronym</u>	<u>Meaning</u>
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FSH	Family Separation Housing (U)
FSH-B	Family Separation Housing – BAH Based Location (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTA	Foreign Transfer Allowance (C)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IAW	In Accordance With
ICW	In Connection With
IE	Incidental Expenses
IBA	Individually Billed Government Travel Charge Card Account. <b><i>NOTE: Does not apply to any other form of personal credit card.</i></b>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)

<u>Acronym</u>	<u>Meaning</u>
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
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
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service ( <i>Same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
QTRS	Quarters
RAT	Renewal Agreement Travel (C)
RC	Reserve Component
RDD	Required Delivery Date (U)
RIT	Relocation Income Tax (C)
RPDCI	Retail Price Data Collection Instrument (U)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (C)
SECDEF	Secretary of Defense
SES	Senior Executive Service (C)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)
SR&R	Special Rest and Recuperative Absence (U)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number

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

**APPENDIX B**

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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	
	PCS	TDY	PCS	TDY
<p><b>ATM Use (Civilian Employee).</b></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 <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DoDFMR</a>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p><b>ATM Use (Uniformed Member)</b></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 "<a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DoDFMR</a>", Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p><b>Baggage, Excess Accompanied (Transportation Cost).</b> 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> <p>See JFTR, par. U3015 and JTR, par. C2302.</p>	X		X	

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

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
<b>Currency Conversion Fees</b>  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 ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable for gains resulting from currency conversion.</b>  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
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Energy Surcharge Fees</b>	X	X	X	X
<b>Global Positioning System (GPS) for a Rental Car.</b> The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business.		X		X
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>GTCC</b>  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 <a href="#">DoDFMR, Volume 9</a> , 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
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Inoculations.</b> Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X
<b>Insurance, Driving-Related.</b> Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV’T conveyance/POC/rental car.		X		X
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> 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 <b>within CONUS</b> requires at least 4 consecutive nights lodging.  2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  1. <u>Reimbursable for CONUS Travel.</u> 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. <u>Not Reimbursable for OCONUS Travel.</u> <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		

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>License/Permit, International Driver's</b>	X	X	X	X
1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.				
2. The cost of license/permit photos is reimbursable.				
3. See <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.				
4. <i>This reimbursement applies only to members/employees but not their dependents.</i>				
<b>*Lodging, Dual.</b> Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE 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
<b>Lodging Fees/Daytime Lodging Charges.</b> Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
<b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).	X	X	X	X
1. <u>Reimbursable.</u> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.				
2. <u>Not Reimbursable.</u> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>				
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses.</i> These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>		X		X
1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.				
2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.				
3. See <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , and cases cited therein.				
4. The AO should consider if the:				
a. Traveler acted reasonably and prudently in incurring lodging expenses;				
b. Traveler had a reasonable expectation of completing the TDY as authorized;				
c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and				
d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.				
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>	X	X	X	X
<p>1. <u>Reimbursement Eligibility</u></p> <p>a. <u>General.</u> Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> <li>(1) Member,</li> <li>(2) Employee, and</li> <li>(3) Dependent (member's and/or employee's).</li> </ul> <p>b. <u>Uniformed Member.</u> Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> <li>(1) Assigned to a foreign OCONUS area,</li> <li>(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</li> <li>(3) Emergency Technical Support Personnel. See item 5 below.</li> </ul> <p>c. <u>Civilian Employee.</u> Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> <li>(1) A U.S. citizen (<i>NOTE: An eligible dependent does not have to be a US citizen.</i>)</li> <li>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</li> <li>(3) Serving under a service or renewal agreement, and</li> <li>(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</li> <li>(5) Emergency Technical Support Personnel. See item 5 below.</li> </ul> <p>d. <u>Dependent</u> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> <li>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</li> <li>(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.</li> </ul> <p>2. <u>Acquired Dependent (Uniformed Member Only).</u> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees.</u> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects 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. <u>Dependent Fee.</u> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel.</u> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p>				

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel.</u> These fees are reimbursable ICW official travel.				
7. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.				
8. <u>Medical Expenses.</u> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as stated in this APP.				
9. <u>Passport Fees.</u> An official traveler ordinarily travels on a no-fee passport. The three types of <u>U.S. passports</u> 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 <u>regular fee passport</u> . See <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a> . Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).				
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 <u>GSBCA 15435-RELO, 9 April 2001</u> ). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.				
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: <ul style="list-style-type: none"> <li>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</li> <li>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</li> </ul>				
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).				
<b>Personal Expenses.</b> <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.				
<b>Pet Quarantine.</b> See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<b>Phone Calls (Official)</b>				
1. The AO: <ul style="list-style-type: none"> <li>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),</li> <li>b. Should limit communications to a dollar amount in advance of the TDY, and</li> <li>c. May approve charges after the TDY completion, when appropriate (adopted from <u>GSBCA 14554-TRAV, 18 August 1998</u>).</li> </ul>		X		X
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.				
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.				
<b>Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Privately Owned Conveyance (POC) Use on TDY.</b> 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.		X		X
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
<b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X
<b>Rental Car Administrative Fees.</b> Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257 (1935)</a> ). This does not cover any materials. See mission-related expenses.		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
<b>Service and Processing Fees.</b>  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
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
<b>Tips for Handling GOV'T Property.</b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
<b>Toll Collection Transponder Installed in a Rental Car.</b> 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		X
<b>Transportation to/from Terminal.</b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<b>Visa and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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**APPENDIX M**

**STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES**

**AND**

**COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR**  
**RESPONSIBILITIES**

\*See <http://www.defensetravel.dod.mil/perdiem/cola/appm/appm.pdf>

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