

**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)****Change 279 — 1 March 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 March 2010 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**DANNY G.I. PUMMILL**  
Deputy Assistant Secretary of the Army  
(Military Personnel)

**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: 95-09(E); 102-09(R); 109-09(E); 126-09(E); 130-09(I); 138-09(I); and 140-09(I).
- E. Brief of Revision. The following are this month's major revisions:

U1010-B; U5241. Replaces attendant with escort travel per 10 U.S.C. §1036 when the Service determines a dependent is incapable of traveling alone IAW par. U5241.

U4250; APP O, par. T4040-A1d. Adds a Comptroller General decision (47 Comp. Gen. 127 (1967)) confirming that AEA over 300% for uniformed service members OCONUS must be authorized in advance only and may not be approved after the fact.

U5105-E; U5106; U5210-D; U5417-D and E. Updates the MALT rate computation examples to reflect the change from \$.24 to \$.165 per mile.

U5207-B. Aligns the JFTR and JTR when air travel is medically inadvisable.

U5246. Expands the authority for family member travel for a hospitalized seriously ill or injured member to authorize roundtrip travel and transportation allowances once every 60 days, extend the benefit to individuals other than family members chosen by the member, allow the member to change any or all of their designated individuals, and add seriously wounded and serious mental disorder to 'seriously injured.'

U5710, item 5. Deletes the termination date of 31 December 2009 for authority to prescribe TLE for 60 days and the expiration date for Fort Drum was changed to 31 March 2010.

APP A1. Clarifies Government Meal Rates for CY 2010.

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**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

**CHANGE 279**

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.

| JFTR              |         | 279   | 278   | 277   | 276   | 275   | 274   | 273   | 272   | 271   | 270   | 269   |  |
|-------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
|                   |         | 03-10 | 02-10 | 01-10 | 12-09 | 11-09 | 10-09 | 09-09 | 08-09 | 07-09 | 06-09 | 05-09 |  |
| JFTR              | Title   | 270   | 270   | 270   | 270   | 270   | 270   | 270   | 270   | 270   | 270   | 265   |  |
| JFTR              | CL      | 279   | 278   | 277   | 276   | 275   | 274   | 273   | 272   | 271   | 270   | 269   |  |
| JFTR              | ROC     | 279   | 278   | 277   | 276   | 275   | 274   | 273   | 272   | 271   | 270   | 269   |  |
| JFTR              | Intro   | 277   | 277   | 277   | 275   | 275   | 274   | 269   | 269   | 269   | 269   | 269   |  |
| JFTR              | TOC     | 278   | 278   | 277   | 271   | 271   | 271   | 271   | 271   | 271   | 269   | 269   |  |
| <b>Chapter 1</b>  | TOC     | 276   | 276   | 276   | 276   | 271   | 271   | 271   | 271   | 271   | 269   | 269   |  |
| Ch 1              | Part A  | 279   | 278   | 276   | 276   | 275   | 272   | 272   | 272   | 271   | 270   | 269   |  |
| Ch 1              | Part B  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 1              | Part C  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 1              | Part D  | 277   | 277   | 277   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| <b>Chapter -2</b> | TOC     | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 2              | Part A  | 278   | 278   | 275   | 275   | 275   | 270   | 270   | 270   | 270   | 270   | 269   |  |
| Ch 2              | Part B  | 278   | 278   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   |  |
| Ch 2              | Part C  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 2              | Part D  | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   |  |
| Ch 2              | Part E  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 2              | Part F  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 2              | Part G  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 2              | Part H  | 278   | 278   | 268   | 268   | 268   | 268   | 268   | 268   | 268   | 268   | 268   |  |
| <b>Chapter 3</b>  | TOC     | 278   | 278   | 276   | 276   | 271   | 271   | 271   | 271   | 271   | 269   | 269   |  |
| Ch 3              | Part A  | 277   | 277   | 277   | 274   | 274   | 274   | 271   | 271   | 271   | 264   | 264   |  |
| Ch 3              | Part B1 | 278   | 278   | 274   | 274   | 274   | 274   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 3              | Part B2 | 278   | 278   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 3              | Part B3 | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 3              | Part B4 | 278   | 278   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| Ch 3              | Part C  | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 264   | 264   |  |
| Ch 3              | Part D  | 276   | 276   | 276   | 276   | 267   | 267   | 267   | 267   | 267   | 267   | 267   |  |
| Ch 3              | Part E  | 278   | 278   | 275   | 275   | 275   | 274   | 272   | 272   | 271   | 270   | 269   |  |
| Ch 3              | Part F  | 278   | 278   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   | 269   |  |
| Ch 3              | Part G  | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   | 264   |  |
| <b>Chapter 4</b>  | TOC     | 278   | 278   | 275   | 275   | 275   | 271   | 271   | 271   | 271   | 269   | 269   |  |
| Ch 4              | Part A  | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 265   | 265   |  |
| Ch 4              | Part B  | 278   | 278   | 277   | 276   | 275   | 274   | 272   | 272   | 271   | 269   | 269   |  |
| Ch 4              | Part C  | 279   | 278   | 277   | 275   | 275   | 272   | 272   | 272   | 271   | 269   | 269   |  |
| Ch 4              | Part D  | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 265   | 265   |  |
| Ch 4              | Part E  | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   |  |
| Ch 4              | Part F  | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 271   | 269   | 269   |  |
| Ch 4              | Part G  | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   |  |
| Ch 4              | Part H  | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   | 265   |  |
| Ch 4              | Part I  | 275   | 275   | 275   | 275   | 275   | 271   | 271   | 271   | 271   | 265   | 265   |  |

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| Ch 4             | Part J   | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| <b>Chapter 5</b> | TOC      | 278          | <b>278</b>   | <b>277</b>   | 275          | <b>275</b>   | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part A   | 276          | 276          | 276          | <b>276</b>   | 274          | <b>274</b>   | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part B1  | 278          | <b>278</b>   | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part B2  | <b>279</b>   | 275          | 275          | 275          | <b>275</b>   | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part B3  | <b>279</b>   | 275          | 275          | 275          | <b>275</b>   | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part B4  | 278          | <b>278</b>   | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part B5  | 277          | 277          | <b>277</b>   | 275          | <b>275</b>   | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part B6  | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| Ch 5             | Part B7  | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | <b>270</b>   | 264          |  |
| Ch 5             | Part B8  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part B9  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part C1  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part C2  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part C3  | <b>279</b>   | 275          | 275          | 275          | <b>275</b>   | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part C4  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part C5  | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| Ch 5             | Part C6  | <b>279</b>   | <b>278</b>   | 274          | 274          | 274          | <b>274</b>   | 271          | 271          | <b>271</b>   | 269          | <b>269</b>   |  |
| Ch 5             | Part C7  | 274          | 274          | 274          | 274          | 274          | <b>274</b>   | 265          | 265          | 265          | 265          | 265          |  |
| Ch 5             | Part D1  | 277          | 277          | <b>277</b>   | 271          | 271          | 271          | 271          | 271          | <b>271</b>   | 269          | <b>269</b>   |  |
| Ch 5             | Part D2  | 277          | 277          | <b>277</b>   | 269          | 269          | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part D3  | 275          | 275          | 275          | 275          | <b>275</b>   | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 5             | Part D4  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 5             | Part D5  | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | <b>270</b>   | 268          |  |
| Ch 5             | Part D6  | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 5             | Part D7  | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 5             | Part D8  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 5             | Part D9  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 5             | Part D10 | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 5             | Part D11 | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 5             | Part D12 | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | <b>270</b>   | 263          |  |
| Ch 5             | Part E1  | <b>279</b>   | 275          | 275          | 275          | <b>275</b>   | <b>274</b>   | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part E2  | 278          | <b>278</b>   | <b>277</b>   | 275          | <b>275</b>   | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 5             | Part F   | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 5             | Part G1  | 277          | 277          | <b>277</b>   | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 5             | Part G2  | 277          | 277          | <b>277</b>   | 275          | <b>275</b>   | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 5             | Part G3  | 277          | 277          | <b>277</b>   | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 5             | Part H   | <b>279</b>   | 275          | 275          | 275          | <b>275</b>   | 269          | 269          | 269          | 269          | 269          | <b>269</b>   |  |
| Ch 5             | Part I   | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | <b>270</b>   | 268          |  |
| Ch 5             | Part J   | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | <b>270</b>   | 264          |  |
| Ch 5             | Part R   | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| <b>Chapter 6</b> | TOC      | 275          | 275          | 275          | 275          | <b>275</b>   | 267          | 267          | 267          | 267          | 267          | 267          |  |
| Ch 6             | Part A1  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 6             | Part A2  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 6             | Part A3  | 275          | 275          | 275          | 275          | <b>275</b>   | 271          | 271          | 271          | <b>271</b>   | 269          | <b>269</b>   |  |
| Ch 6             | Part A4  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 6             | Part A5  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 6             | Part A6  | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |

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|------------------|---------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|
| Ch 6             | Part B1 | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| Ch 6             | Part B2 | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 6             | Part B3 | 278          | 278          | 275          | 275          | 275          | 271          | 271          | 271          | 271          | 269          | 269          |  |
| Ch 6             | Part B4 | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 6             | Part B5 | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 6             | Part B6 | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| <b>Chapter 7</b> | TOC     | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part A  | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| Ch 7             | Part B  | 278          | 278          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 7             | Part C  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part D  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part E  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part F1 | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 7             | Part F2 | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part F3 | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part G  | 278          | 278          | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 269          | 269          |  |
| Ch 7             | Part H1 | 275          | 275          | 275          | 275          | 275          | 272          | 272          | 272          | 270          | 270          | 267          |  |
| Ch 7             | Part H2 | 278          | 278          | 275          | 275          | 275          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 7             | Part I  | 275          | 275          | 275          | 275          | 275          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 7             | Part J  | 278          | 278          | 275          | 275          | 275          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| Ch 7             | Part K  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part L  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part M  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part N  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part O  | 278          | 278          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 7             | Part P  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part Q  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 7             | Part R  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 7             | Part S  | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 7             | Part T  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part U  | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 7             | Part V  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part W  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part X  | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 7             | Part Y  | 278          | 278          | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 269          | 269          |  |
| Ch 7             | Part Z1 | 278          | 278          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 7             | Part Z2 | 278          | 278          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Chapter 8</b> | TOC     | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          | 265          |  |
| Ch 8             |         | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Chapter 9</b> | TOC     | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 9             | Part A  | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 9             | Part B  | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 9             | Part C1 | 277          | 277          | 277          | 275          | 275          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 9             | Part C2 | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 9             | Part C3 | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 9             | Part C4 | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 9             | Part C5 | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          | 264          |  |
| Ch 9             | Part C6 | 274          | 274          | 274          | 274          | 274          | 274          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 9             | Part C7 | 275          | 275          | 275          | 275          | 275          | 274          | 269          | 269          | 269          | 269          | 269          |  |

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| Ch 9              | Part D   | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| <b>Chapter 10</b> | TOC      | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part A   | 275          | 275          | 275          | 275          | 275          | 274          | 271          | 271          | 271          | 269          | 269          |  |
| Ch 10             | Part B   | 274          | 274          | 274          | 274          | 274          | 274          | 271          | 271          | 271          | 269          | 269          |  |
| Ch 10             | Part C   | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 266          |  |
| Ch 10             | Part D   | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| Ch 10             | Part E1  | 278          | 278          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 268          |  |
| Ch 10             | Part E2  | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 263          |  |
| Ch 10             | Part E3  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E4  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E5  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E6  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E7  | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E8  | 277          | 277          | 277          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E9  | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| Ch 10             | Part E10 | 275          | 275          | 275          | 275          | 275          | 274          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E11 | 276          | 276          | 276          | 276          | 268          | 268          | 268          | 268          | 268          | 268          | 268          |  |
| Ch 10             | Part E12 | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| Ch 10             | Part E13 | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Appendix A</b> | TOC      | 277          | 277          | 277          |              |              |              |              |              |              |              |              |  |
| APP A             | Part 1   | 279          | 278          | 277          | 276          | 271          | 271          | 271          | 271          | 271          | 269          | 269          |  |
| APP A             | Part 2   | 278          | 278          | 277          |              |              |              |              |              |              |              |              |  |
| APP A             | Part 3   | 278          | 278          | 277          |              |              |              |              |              |              |              |              |  |
| APP A             | Part 4   | 278          | 278          | 277          | 275          | 275          | 271          | 271          | 271          | 271          | 269          | 269          |  |
| <b>Appendix B</b> |          | 277          | 277          | 277          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Appendix C</b> |          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Appendix D</b> |          | 277          | 277          | 277          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Appendix E</b> | TOC      | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP E             | Part 1   | 278          | 278          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP E             | Part 2   | 278          | 278          | 276          | 276          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP E             | Part 3   | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| <b>Appendix F</b> | TOC      | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP F             | Part 1   | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP F             | Part 2   | 275          | 275          | 275          | 275          | 275          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Appendix G</b> |          | 278          | 278          | 277          | 276          | 275          | 274          | 273          | 272          | 270          | 270          | 269          |  |
| <b>Appendix H</b> | TOC      | 278          | 278          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP H             | Part 1   | 274          | 274          | 274          | 274          | 274          | 274          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 2A  | 274          | 274          | 274          | 274          | 274          | 274          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 2B  | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 2C  | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 3A  | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 3B  | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 4A  | 278          | 278          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 4B  | 278          | 278          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 4C  | 278          | 278          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 4D  | 278          | 278          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 4E  | 278          | 278          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP H             | Part 4F  | 278          | 278          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| <b>Appendix I</b> |          | 176          | 176          | 176          | 176          | 176          | 176          | 176          | 176          | 176          | 176          | 176          |  |

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|-------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|
| <b>Appendix J</b> | TOC    | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP J             | Part 1 | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP J             | Part 2 | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP J             | Part 3 | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| <b>Appendix K</b> | TOC    | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP K             | Part 1 | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP K             | Part 2 | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP K             | Part 3 | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| APP K             | Part 4 | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          | 266          |  |
| <b>Appendix L</b> |        | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 267          | 267          |  |
| APP L             |        | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 271          | 267          | 267          |  |
| <b>Appendix M</b> |        | 277          | 277          | 277          | 270          | 270          | 270          | 270          | 270          | 270          | 270          | 267          |  |
| <b>Appendix N</b> | TOC    | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| APP N             | Part 1 | 275          | 275          | 275          | 275          | 275          | 269          | 269          | 269          | 269          | 269          | 269          |  |
| APP N             | Part 2 | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| <b>Appendix O</b> | TOC    | 274          | 274          | 274          | 274          | 274          | 274          | 271          | 271          | 271          | 263          | 263          |  |
| APP O             |        | 279          | 278          | 276          | 276          | 275          | 274          | 272          | 272          | 271          | 269          | 269          |  |
| <b>Appendix P</b> | TOC    | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| APP P             | Part 1 | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| APP P             | Part 2 | 278          | 278          | 274          | 274          | 274          | 274          | 267          | 267          | 267          | 267          | 267          |  |
| <b>Appendix Q</b> | TOC    | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| APP Q             | Part 1 | 273          | 273          | 273          | 273          | 273          | 273          | 273          | 270          | 270          | 270          | 269          |  |
| APP Q             | Part 2 | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| APP Q             | Part 3 | 275          | 275          | 275          | 275          | 275          | 273          | 273          | 272          | 268          | 268          | 268          |  |
| APP Q             | Part 4 | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          | 263          |  |
| <b>Appendix R</b> | TOC    | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| APP R             | Part 1 | 276          | 276          | 276          | 276          | 272          | 272          | 272          | 272          | 267          | 267          | 267          |  |
| APP R             | Part 2 | 278          | 278          | 276          | 276          | 275          | 273          | 273          | 272          | 269          | 269          | 269          |  |
| <b>Appendix S</b> |        | 274          | 274          | 274          | 274          | 274          | 274          | 272          | 272          | 263          | 263          | 263          |  |
| <b>Appendix T</b> | TOC    | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |
| APP T             |        | 274          | 274          | 274          | 274          | 274          | 274          | 267          | 267          | 267          | 267          | 267          |  |
| <b>Appendix U</b> |        | 272          | 272          | 272          | 272          | 272          | 272          | 272          | 272          | 267          | 267          | 267          |  |
| <b>Appendix V</b> |        | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          | 267          |  |

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## PART A: APPLICABILITY AND GENERAL INFORMATION

### U1000 APPLICATION

A. Authority. The JFTR contains basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and 37 USC Chapter 7.

B. Application. Each Active and RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. APPs A1 and A2 contain definitions and A4 for acronyms.

C. Authorization Not Stated. There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

D. Duplicate Payment. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by the GOV'T. Par. U4165-D for an exception. ***A non-deductible meal as listed in par. U4167 provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 may apply. <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

### U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized JFTR allowances as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

### U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for a DoD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be taken under each program or both under one program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,

5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG,
9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

### U1007 COMPUTATION RULES

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

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and [PMR computations](#) are rounded to the next highest dollar with the par. U1007-A2 provisions in force.
2. AEA computation is rounded up to the nearest dollar. For example, \$29.25 = \$30.00. The AEA must not exceed the approved maximum locality per diem rate percentage. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of \$76.50 to \$76 as shown in par. U4265, Example 3.
3. PMR computation is rounded-up to the nearest dollar.

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

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate. For OCONUS travel, the PDTATAC Chief may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

### U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in 10 USC § 10141, and the member's immediate family, in building and maintaining a strong family structure. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an ***official*** capacity as outlined in APP E, Part I are to be sent using an official TDY authorization/order or an ITA, as appropriate. ***For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

## U1010 IMPLEMENTATION

A. Allowance Regulations. *The allowance regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DoD Uniformed Services may submit their written material as desired. Par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. Written material in Word should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section, for review to:

1. Email address: [pdttac@dtmo.pentagon.mil](mailto:pdttac@dtmo.pentagon.mil); or
2. Fax: (703) 696-7890 (DSN 312-426-7890); or
3. Mail to:

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

B. Implementation Regulations. Each Service or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below.

1. Completion and submission of travel vouchers (Ch 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Authorization/order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500);
5. Procedures and conditions under which advance payments are authorized including those in:
  - a. Permanent Duty Travel: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5319); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.
  - b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6001-F and U6050-F);
  - c. Recruiting expenses (par. U7033);
  - d. TLA (par. U9157);
  - e. OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
8. Claims for personally procured HHG transportation (par. U5320-D);

9. Member financial responsibility (pars. U2010, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (par. U7205-A);
11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);
12. Currency loss/gain procedures for OHA (Service Regulations IAW par. U10028-D);
13. Command sponsorship criteria (APP A DEPENDENT, COMMAND SPONSORED definition);
14. Establishing children's dependency (APP A DEPENDENT definition),
15. CTO/TMC use policy (par. U3120) ;
16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);
17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
18. Authorization/order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2).
- \*19. Dependent escort travel and transportation allowances (par. U5241-E).

#### **U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

#### **U1020 REGULATION CHANGE EFFECTIVE DATE**

A change to this Volume is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

#### **U1025 GAO (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. GAO, DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

#### **U1030 TERMINOLOGY**

The terminology used in JFTR may be unique to this Volume. Consult APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other Volumes or to other GOV'T regulations.

**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *Department of Defense Domestic Dependent School Directives. DDESS funds and issues necessary travel authorizations/orders.*

*Effective 15 May 2008*

**U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM**

If a member is authorized PAC IAW OUSD (P&R) Memorandum, 15 May 2008, and DoDFMR, Volume 7A, Chapter 13, the member is authorized IE as part of the PAC even though not in a travel status.

**U1039 DEFENSE TRAVEL SYSTEM (DTS)**

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

B. Travel Computed under DTS. DTS covers individual TDY travel for business, travel for schoolhouse training, deployment or personnel traveling together with or without no/limited reimbursement, and certain travel under special circumstances. It does not cover travel for PCS (Ch 5), or evacuation (Ch 6). It does, however, cover RC travel in locations where RC travel has been fielded by the particular Service except for:

1. Senior ROTC,
2. RC member travel for medical and dental care,
3. Retiree called to active duty,
4. A Ready RC member authorized a muster duty allowance, and
5. Active duty for training tours of 140 or more days at one location (except as noted in par. U2146) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

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

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

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Get information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in travel decisions.

**Part A: Applicability & General Information**

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3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW these regulations, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW these regulations.
5. Review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.
6. Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are paid by the GOV'T. A member is not authorized per diem on any day leave is charged. ***The AO is not to permit a TDY trip that is an excuse for personal travel.***

**D. Traveler's Responsibilities**

1. A traveler who does not use a CTO/TMC or the GTCC to purchase transportation must forward the ticket receipt (if \$75 or more) for reimbursement.
2. A traveler updates the trip record as soon as possible after personally making arrangements.
3. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received.

**E. A Typical Business Trip****1. Before the Trip**

- a. Cost Estimate. A traveler should obtain a should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the DTS Reservation Module or directly from the CTO/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using a private vehicle or other commercial transportation.
- b. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a POC instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
- c. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment if included. The resulting document is the Trip Record.
- d. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

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

2. During the Trip

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

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

3. After the Traveler Returns

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

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

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

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

e. Lost or Stolen Tickets. Par. U2515.

**U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

**U1041 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION**

*Effective 1 January 2009 through 31 December 2012*

Sec 533 of FY09 NDAA (P.L. 110-417) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as described in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is

authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty (pars. U5000-B3, U5120-A, U5201-A2a, U5222-A1, U5345-A, U5345-B, U5410-A2). A member must return to active duty within 3 years of release but NLT 31 December 2015.

#### U1045 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available. A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check GOV'T QTRS availability (e.g., through the CTO) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when adequate GOV'T QTRS use is directed, those QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, however, be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.*

***NOTE 1: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T QTRS are available only if use is directed in the authorization/order.***

***NOTE 2: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and is issued non-availability documentation, cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). Par. U1045-C.***

B. QTRS Not Available. *GOV'T QTRS are not available:*

1. When a TDY/delay point is at other than a U.S. INSTALLATION;
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance, except for:
  - a. A member attending a service school at a uniformed service facility; and
  - b. An officer in grades O-7 through O-10 who personally determines QTRS availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;
5. When travel is ICW a PCS:
  - a. When per diem is payable under 'MALT-Plus' (par. U5105-B);
  - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or

- c. To a ship/afloat staff with an OCONUS home port, and;
  - (1) A member is accompanied by dependents authorized concurrent travel;
  - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;and GOV'T QTRS are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. Par. U7551.

**C. Travel Authorization/Order or Voucher**

1. Documentation. A travel authorization/order/voucher must document availability/non-availability by:

- a. Confirmation number provided by the Service's lodging registration process;
- b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
- c. Member certification that GOV'T QTRS were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel authorization/order/voucher of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

3. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD memorandum, dated 29 August 1995, a DoD traveler is not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

**U1050 CONFERENCE/TRAINING AT THE PDS**

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be integral to the training ([39 Comp. Gen. 119 \(1959\)](#)); and [B-244473, 13 January 1992](#)). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

**U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS**

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

**U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR**

Each command/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. Par. U3120-A4 for exceptions when reimbursement is *not* allowed.

**U1060 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE**

A. General. Registered and/or trusted traveler programs (i.e., FlyClear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Registered/trusted travelers pass through special, shorter security lines, which require the individual traveler to provide personal information in advance. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.

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

C. Enrollment Fee. Enrollment fees in this program are *not* reimbursable (APP G).

## 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. 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](#) (par. U4255), an amount in excess of 300% may be authorized ***in advance only*** ([47 Comp. Gen. 127 \(1967\)](#)) 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: Regulations Branch  
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 IE rate, or,
  - b. \$3.50 OCONUS for all full TDY days (except interim travel days) when the AO determines the \$3.50 rate is adequate to meet anticipated IE, (effective for travel beginning on or after 1 July 2009) or for a 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 (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 reimbursable expense (APP G - 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 reimbursable expense (APP G) 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. Par U4147 for reimbursement method when return travel to the home/PDS requires 2 or more days.

**U4265 COMPUTATION EXAMPLES**

A. CONUS/Non-Foreign OCONUS. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA.

B. OCONUS. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is part of per diem/AEA and is not a 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<br>Lodging - \$99<br>M&IE - \$51  |   | AEA authorized NTE \$450 (\$150 x 300%)<br>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> |

**EXAMPLE 2**

**AEA to multiple TDY locations A, B, and C**

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$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).

*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%).*

| <b><u>TDY Location ‘A’ Per Diem w/o AEA</u></b><br>Maximum Per Diem - \$221<br>Lodging - \$150, M&IE - \$71 |   | <b><u>TDY Location ‘A’ Per Diem Rate w/AEA</u></b><br>AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332)<br>Lodging NTE \$261 (\$332 - \$71)<br>M&IE - \$71 |                 |
|---|---|--|-----------------|
| <b>ITINERARY</b>  |   |  |                 |
| <b>Date</b>   | <b>Depart</b>   | <b>Arrive</b>  | <b>Lodging</b>  |
| 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  |                 |
| <b>Date</b>   | <b>REIMBURSEMENT (denotes AEA computation)</b>                        |  | <b>Amount</b>   |
| 7 Sep   | \$170 (AEA lodging) + [\$71 x 75%] = \$170 + \$53.25, TDY Location A= |  | \$223.25        |
| 8 Sep   | \$170 (AEA lodging) + \$71 =  |  | \$241.00        |
| 9-10 Sep  | \$70 + \$46 = \$116/day x 2 days, TDY Location B =                    |  | \$232.00        |
| 11 Sep  | \$75 + \$51, TDY Location C =   |  | \$126.00        |
| 12 Sep  | \$51 x 75% =  |  | \$38.25         |
| <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%).*

| <b><u>CONUS TDY Location Per Diem w/o AEA</u></b><br>Maximum Per Diem - \$150<br>Lodging - \$99, M&IE - \$51 |   | <b><u>CONUS TDY Location Per Diem w/AEA</u></b><br>AEA authorized NTE \$225 (\$150/day x 150% = \$225/day)<br>Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50)<br>M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50) |   |                 |
|--|---|---|---|-----------------|
| <b>ITINERARY</b>   |   |   |   |                 |
| <b>Date</b>  | <b>Depart</b>   | <b>Arrive</b>   | <b>M&amp;IE</b>                               | <b>Lodging</b>  |
| 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                   |                 |
| <b>Date</b>  | <b>REIMBURSEMENT (using AEA computation)</b>  |   |   | <b>Amount</b>   |
| 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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## SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

### U5105 TRAVEL AND TRANSPORTATION OPTIONS

#### A. General

1. Allowable Travel and Transportation Options. A member may elect to:
  - a. Travel by POC (par. U5105-B),
  - b. Procure common carrier transportation (par. U5105-C), or
  - c. Be provided transportation in kind (par. U5105-D),
2. Exceptions. A member may elect the travel and transportation options listed above except when:
  - a. Travel is performed partly at personal expense and partly by GOV'T-procured transportation and/or GOV'T conveyance (par. U5105-E),
  - b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the authorization/order) (par. U5108),
  - c. Travel OCONUS is involved (par. U5116),
  - d. There are special circumstances (par. U5120 and Ch 7), or
  - e. POV delivery/pickup is involved (par. U5413).

B. 'MALT-Plus' for POC Travel. Other than for transoceanic travel, PCS travel by POC is to the GOV'T'S advantage. A member traveling by POC is authorized 'MALT-Plus'. The MALT (par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (par. U3010). The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time. 'Lodgings-Plus' computed per diem or AEA (Ch 4, Part B or C) may not be paid for the same day as 'MALT-Plus' per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. U5125-A3 or U5130-A3. On any day that 'MALT-Plus' and a 'Lodgings-Plus' computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), 'Lodgings-Plus' computed per diem is paid. In addition to 'Lodgings-Plus' computed per diem, the member is authorized the MALT for POC travel (Examples in par. U5106).

1. MALT Rate. The MALT paid (par. U2605) is determined by the official distance for which MALT may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS authorization/order and whose transportation is to be reimbursed using a PCS authorization/order as authority. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring the expenses is authorized MALT for the official distance. The authorized traveler who is authorized MALT is also authorized to receive the reimbursable expenses.

**Example 1:** A member-married-to-member couple, each on a PCS authorization/order, and their two children travel together in one POC. One member is paid MALT for the official distance and all reimbursable expenses.

**Example 2:** Three unrelated members, each on a PCS authorization/order, travel together in one POC between two PDS locations. The member incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.

**Example 3:** Member-married-to-GOV'T civilian employee, each traveling on an authorization/order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the GOV'T civilian employee may submit all reimbursable expenses.

Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

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

2. Per Diem. A flat per diem at the [Standard CONUS per diem rate](#) is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. U5160. *If used, GOV'T QTRS and/or mess have no effect on the per diem amount paid.* Each member traveling in a POC is authorized the [Standard CONUS per diem rate](#).

C. Reimbursement for Common Carrier Transportation Plus Per Diem. *It is MANDATORY DoD policy to use CTOs for all official transportation requirements.* A member who, despite the DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule necessary to meet the authorization/order requirements. *Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair airfare (not the capacity-controlled city-pair airfare if both capacity-controlled and non-capacity-controlled airfares are available) only if GOV'T-procured transportation is available under par. U3120 (B-163758, 24 July 1972).* Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the GOV'T provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (par. U3010), reimbursement is determined under par. U5105-E2.

**NOTE:** *The following is not part of mixed mode travel in a journey:*

a. *Travel between the duty station and local transportation terminal, or*

b. *Travel between local transportation terminals.*

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any GOV'T-procured transportation used for a portion of the journey. **NOTE:** *Do not collect excess cost from the member if deducting the cost of the GOV'T-procured transportation for the ordered travel from the 'MALT-Plus' results in a negative amount.*

\*3. PCS Mixed Modes Example

**\*PCS Mixed Modes**

**NOTE:** The rates used in this example may not be current as (Standard CONUS per diem - Par. U2025 and MALT rate- par. U2600).

| <u>Date</u>   | <u>Departure/Arrival</u>  | <u>Location</u> | <u>Transportation</u> |
|---|---|-----------------|-----------------------|
| 01 Jun  | Depart:   | Old PDS         | CP                    |
| 01 Jun  | Arrive:   | LV address      |                       |
| 20 Jun  | Depart:   | LV address      | POC                   |
| 30 Jun  | Arrive:   | New PDS         |                       |
| DTOD distance from the old PDS to the new PDS is 2,984 miles<br>DTOD distance from the leave address to the new PDS is 838 miles<br>MALT rate per authorized POC is \$.165/mile<br>'MALT-Plus' per diem rate is \$116/day<br>Leave address M&IE is \$51<br>New PDS M&IE is \$71 |   |                 |                       |
| <b>*COST FOR ACTUAL TRAVEL:</b>   |   |                 |                       |
| 1 Jun   | Commercial air cost from old PDS to leave address (non city-pair airfare) |                 | \$250.00              |
|   | Taxi to airport   |                 | \$25.00               |
|   | Per diem: 75% x \$51 =  |                 | \$38.25               |
| 20 – 30 Jun   | MALT: 838 miles x \$.165/mile =   |                 | \$138.27              |
|   | 'MALT-Plus' per diem: \$116/day x 3 days =                                |                 | \$348.00              |
| <b>Total Actual Cost =</b>  |   |                 | <b>\$799.52</b>       |
| <b>*COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>   |   |                 |                       |
| 1-9 Jun   | MALT rate: 2,984 miles x \$.165/mile =                                    |                 | \$492.36              |
|   | 'MALT-Plus' per diem: \$116/day x 9 days =                                |                 | \$1,044.00            |
| <b>Total Constructed Cost =</b>   |   |                 | <b>\$1,536.36</b>     |
| Reimburse to the traveler the actual cost (\$799.52) NTE the constructed cost (\$1,536.36). <b>The traveler is due \$799.52.</b>  |   |                 |                       |

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## SECTION 3: PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

## U5106 PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

| <b>*EXAMPLE 1</b>   |  |                 |                       |                 |
|---|--|-----------------|-----------------------|-----------------|
| <b>Date</b>   | <b>Departure/Arrival</b>                                     | <b>Location</b> | <b>Transportation</b> | <b>Distance</b> |
| 15 Jul  | Depart:  | Old PDS         | POC                   |                 |
|   | Arrive:  | POE             |                       | 114 miles       |
| 16 Jul  | Depart:  | POE             | TP                    |                 |
|   | Arrive:  | POD             |                       |                 |
| 16 Jul  | Depart:  | POD             | CA                    | Taxi \$25       |
|   | Arrive:  | New PDS         |                       |                 |
| Traveler spends \$115 for lodging on 15 July.<br>POE per diem rate is \$188 (\$126/ \$62).<br>POE is not the local terminal for the old PDS.<br>M&IE for the new PDS is \$46.<br>MALT rate per authorized POC is \$.165/mile. |  |                 |                       |                 |
| <b>REIMBURSEMENT:</b>   |  |                 |                       |                 |
| 15 Jul  | Per diem: \$115 ( $\$115 < \$126$ ) + 75% x \$62 = \$46.50 = |                 |                       | \$ 161.50       |
|   | MALT: 114 miles x \$.165/mile =                              |                 |                       | \$18.81         |
| 16 Jul  | Per diem: 75% x \$46 =                                       |                 |                       | \$34.50         |
|   | Taxi   |                 |                       | <u>\$25.00</u>  |
| <b>Total Reimbursement =</b>  |  |                 | <b>\$239.81</b>       |                 |
| <b>NOTE: MALT &amp; 'Lodgings-Plus' per diem are paid for the same day.</b>   |  |                 |                       |                 |

| <b>*EXAMPLE 2</b>   |                           |                 |                       |                 |
|---|---------------------------|-----------------|-----------------------|-----------------|
| The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current ( <a href="#">Standard CONUS per diem rate</a> - par. U2025).  |                           |                 |                       |                 |
| <b>Date</b>   | <b>Departure/Arrival</b>  | <b>Location</b> | <b>Transportation</b> | <b>Distance</b> |
| 1 Aug   | Depart:                   | Old PDS         | POC                   |                 |
| 3 Aug   | Arrive:                   | POE             |                       | 805 miles       |
| 4 Aug   | Depart:                   | POE             | TP                    |                 |
|   | Arrive:                   | POD             |                       |                 |
|   | Depart:                   | POD             | CA                    | Taxi \$20       |
|   | Arrive:                   | New PDS         |                       |                 |
| Traveler spends \$110 for lodging on 3 Aug.<br>POE per diem rate is \$152 (\$110/ \$42).<br>M&IE for the new PDS is \$60.<br>Standard CONUS per diem = \$116.<br>MALT rate per authorized POC is \$.165/mile. |                           |                 |                       |                 |
| <b>REIMBURSEMENT:</b>   |                           |                 |                       |                 |
| 1-2 Aug   | \$116/day x 2 days =      |                 |                       | \$ 232.00       |
| 3 Aug   | \$110 + \$42 =            |                 |                       | \$152.00        |
|   | 805 miles x \$.165/mile = |                 |                       | \$132.82        |
| 4 Aug   | 75% x \$60 =              |                 |                       | \$45.00         |
|   | Taxi                      |                 |                       | <u>\$20.00</u>  |
| <b>Total Reimbursement =</b>  |                           |                 | <b>\$581.82</b>       |                 |
| <b>NOTE: Even though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.</b>  |                           |                 |                       |                 |

| <b>*EXAMPLE 3</b>   |                          |                              |                       |                   |
|---|--------------------------|------------------------------|-----------------------|-------------------|
| The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current ( <a href="#">Standard CONUS per diem rate</a> - par. U2025).                                    |                          |                              |                       |                   |
| <b>Date</b>   | <b>Departure/Arrival</b> | <b>Location</b>              | <b>Transportation</b> | <b>Distance</b>   |
| 1 Jun   | Depart:                  | Old PDS                      | POC                   |                   |
| 4 Jun   | Arrive:                  | TDY Site                     |                       | 1,200 miles       |
| 10 Jun  | Depart:                  | TDY Site                     | POC                   |                   |
| 10 Jun  | Arrive:                  | New PDS                      |                       | 300 miles         |
| Traveler spends \$70/night for lodging 4-9 Jun while TDY.<br>TDY per diem rate is \$116 (\$70/ \$46).<br>Standard CONUS per diem = \$116.<br>MALT rate per authorized POC is \$.165/mile. |                          |                              |                       |                   |
| <b>REIMBURSEMENT:</b>   |                          |                              |                       |                   |
| 1-3 Jun   |                          | \$116/day x 3 days =         |                       | \$ 348.00         |
| 4 Jun   |                          | \$70 + \$46 =                |                       | \$116.00          |
|   |                          | 1,200 miles x \$.165/mile =  |                       | \$198.00          |
| 5-9 Jun   |                          | (\$70 + \$46)/day x 5 days = |                       | \$580.00          |
| 10 Jun  |                          | \$116/day x 1 day =          |                       | \$116.00          |
|   |                          | 300 miles x \$.165/mile =    |                       | \$49.50           |
| <b>Total Reimbursement =</b>  |                          |                              |                       | <b>\$1,407.50</b> |
| <b><i>NOTE: Even though MALT is paid 4 June, pay 'Lodgings-Plus' per diem since the traveler arrived at the TDY location that day.</i></b>  |                          |                              |                       |                   |

| <b>*EXAMPLE 4</b>  |                          |                             |                       |                 |
|--|--------------------------|-----------------------------|-----------------------|-----------------|
| The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current ( <a href="#">Standard CONUS per diem rate</a> - par. U2025).   |                          |                             |                       |                 |
| <b>Date</b>  | <b>Departure/Arrival</b> | <b>Location</b>             | <b>Transportation</b> | <b>Distance</b> |
| 1 Jul  | Depart:                  | Old PDS                     | POC                   |                 |
| 10 Jul   | Arrive:                  | POE                         |                       | 1,080 miles     |
| 11 Jul   | Depart:                  | POE                         | TP                    |                 |
|  | Arrive:                  | POD                         |                       |                 |
|  | Depart:                  | POD                         | POC                   | 120 miles       |
|  | Arrive:                  | New PDS                     |                       |                 |
| Traveler spends \$109 for lodging on 10 Jul.<br>POE per diem rate is \$155 (\$109/ \$46).<br>POD is not the local terminal for the new PDS.<br>New PDS M&IE is \$82.<br>Standard CONUS per diem = \$116.<br>MALT rate per authorized POC is \$.165/mile. |                          |                             |                       |                 |
| <b>REIMBURSEMENT:</b>  |                          |                             |                       |                 |
| 1-9 Jul  |                          | \$116/day x 3 days =        |                       | \$348.00        |
| 10 Jul   |                          | \$109 + \$46 =              |                       | \$155.00        |
|  |                          | 1,080 miles x \$.165/mile = |                       | \$178.20        |
| 11 Jul   |                          | 75% x \$82 =                |                       | \$61.50         |
|  |                          | 120 miles x \$.165/mile =   |                       | \$19.80         |
| <b>Total Reimbursement =</b>   |                          |                             |                       | <b>\$762.50</b> |
| <b><i>NOTE: Even though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.</i></b>  |                          |                             |                       |                 |

## SECTION 3: MISCELLANEOUS TRAVEL FACTORS

### U5207 TRANSOCEANIC TRAVEL

#### A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. Maximum use should be made of GOV'T air transportation.
3. A dependent is not required to use GOV'T air transportation. However, if the dependent agrees to do so, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate GOV'T air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is IAW par. U5116-D1.

#### B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.
- \*2. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
- \*3. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations (Stateroom standards and required use of U.S. registry ships - par. U3130-D).
- \*4. The provisions in par. U5116-D1 do not apply for directing a member to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

### U5210 PER DIEM RATE FOR DEPENDENT TRAVEL

A. General. A member is authorized per diem for each dependent's actual travel ICW the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel ICW the PCS are not used in computing the per diem for travel of any other dependent addressed in pars. U5210-B and U5210-C.

B. Dependent Accompanies Member. When a dependent travels with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and
2. One-half for each dependent under age 12.

**NOTE:** When more than one POC is used as provided for in par. U5015-A, and a dependent traveling in a POC travels along the same general route on the same days as the member, the dependent is accompanying the member (par. U5210-C for a dependent 'not' accompanying the member). A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent Travels Independently. A dependent is not 'accompanying the member' when the dependent travels separately from a member on different routes and/or at different times. The member is authorized per diem for this dependent as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

D. Examples

| <b>Current Standard CONUS per diem rate - par. U2025.</b>             |  |                |                            |                             |
|---|--|----------------|----------------------------|-----------------------------|
| <b>*EXAMPLE 1: CONUS TO OCONUS PCS</b>                                |  |                |                            |                             |
| Member, spouse, and 4-year old child perform PCS travel.              |  |                |                            |                             |
| Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. |  |                |                            |                             |
| POE per diem rate is \$152 (\$110/ \$42).                             |  |                |                            |                             |
| New PDS M&IE is \$60.   |  |                |                            |                             |
| Standard CONUS per diem = \$116.                                      |  |                |                            |                             |
| <b>Date</b>   | <b>Depart</b>  | <b>Arrived</b> | <b>Transportation Mode</b> | <b>Travel Distance/Cost</b> |
| 1-3 Aug   | Old PDS  | POE            | POC                        | 600 miles                   |
| 4 Aug   | POE  | POD            | TP                         |                             |
| 4 Aug   | POD  | New PDS        | CA                         | Taxi - \$20.00              |
| <b>REIMBURSEMENT</b>  |  |                |                            |                             |
| 1-2 Aug   | \$261 (\$116 member + 87 spouse + 58 child)/day x 2 days=      |                |                            | \$ 522.00                   |
| 3 Aug   | \$110 + \$42 (member) =  |                |                            | \$152.00                    |
|   | (\$152 x 75% spouse) + (\$152 x 50% child) =                   |                |                            | \$190.00                    |
| 4 Aug   | \$60 x 75% = (member)  |                |                            | \$45.00                     |
|   | (\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) = |                |                            | \$56.25                     |
| MALT  | 600 miles x \$.165/mile =                                      |                |                            | \$99.00                     |
| Taxi  |  |                |                            | \$20.00                     |
| <b>Total Reimbursement</b>  |  |                |                            | <b>\$1,084.25</b>           |

| <b>*EXAMPLE 2: OCONUS TO CONUS PCS</b>                                      |  |         |                     |                      |
|---|--|---------|---------------------|----------------------|
| Member, spouse, 14 year-old child and 10 year old child perform PCS travel. |  |         |                     |                      |
| Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.      |  |         |                     |                      |
| POE per diem rate is \$188 (\$126/ \$62).                                   |  |         |                     |                      |
| New PDS M&IE is \$46.   |  |         |                     |                      |
| Standard CONUS per diem = \$116.  |  |         |                     |                      |
| Date  | Depart   | Arrived | Transportation Mode | Travel Distance/Cost |
| 15 July   | Old PDS  | POE     | POC                 | 600 miles            |
| 16 July   | POE  | POD     | TP                  |                      |
| 16 July   | POD  | New PDS | CA                  | Taxi - \$25.00       |
| REIMBURSEMENT   |  |         |                     |                      |
| 15 July   | \$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) (member) =  |         |                     | \$146.50             |
|   | \$219.75 (\$146.50 x 75%/dependent x 2 dependents ≥ age 12) + \$73.25 (\$146.50 x 50%/dependent < age 12) =    |         |                     | \$293.00             |
| 16 July   | \$46 x 75% = (member)  |         |                     | \$34.50              |
|   | \$51.75 (\$46 x 75% x 75%/dependent x 2 dependents ≥ age 12) + \$17.25 (\$46 x 75% x 50%/dependent < age 12) = |         |                     | \$69.00              |
|   | MALT: 300 miles x \$.165/mile =  |         |                     | \$49.50              |
|   | Taxi   |         |                     | \$25.00              |
| <b>Total Reimbursement</b>  |  |         |                     | <b>\$617.50</b>      |

**NOTE:** MALT & ‘Lodgings-Plus’ per diem are paid for the same day.

**U5215 FACTORS AFFECTING DEPENDENT TRAVEL**

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. U5201-B who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependent Travel Is Authorized. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Travel authorization from the dependent’s location on the PCS authorization/order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. A dependent temporarily absent from the old PDS at the time an authorization/order is received is subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent-restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized. Authorization is from the dependent’s location on the PCS authorization/order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place at which the dependent remained, or to which the dependent moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Transported OCONUS at GOV’T Expense – Return at GOV’T Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis (**NOTE 2 below**), who no longer qualifies as a dependent (APP A DEPENDENT definition) and/or an unmarried child (**NOTE 2 below**) who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at GOV’T expense to the member’s OCONUS PDS. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,

2. The dependent's native country if the dependent is foreign-born.

***NOTE 1: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.***

***NOTE 2: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.***

C. Dependent Acquired on or before the PCS Authorization/Order Effective Date. A member who acquires a dependent, on or before the PCS authorization/order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. U5222-G). For Service Academy graduates, par. U5222-A2.

***NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. U5201-B3d and B3g). ([42 Comp. Gen. 344 \(1963\)](#) and [B-171969, 8 February 1972](#)).***

D. Effect of an Age Change or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS AUTHORIZATION/ORDER EFFECTIVE DATE (APP A). If dependency status no longer exists when travel begins, no authorization exists.

1. Age Changes. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS AUTHORIZATION/ORDER EFFECTIVE DATE. When travel begins more than 60 days after the PCS authorization/order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60<sup>th</sup> day. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. U5210. When dependent travel:

- a. Begins on/before the PCS authorization/order effective date and ends after the PCS authorization/order effective date, per diem is based on the age on the PCS authorization/order effective date;
- b. Ends before the PCS authorization/order effective date, per diem is based on the age on the date travel ends;
- c. Begins 60 or fewer days after the PCS authorization/order effective date, per diem is based on the age on the date travel begins; or
- d. Begins more than 60 days after the PCS authorization/order effective date, per diem is based on the age on the 60<sup>th</sup> day after the PCS authorization/order effective date.

2. Delayed Travel to an OCONUS Area. When a member is transferred to an OCONUS area under a PCS authorization/order and dependent travel is not authorized at that time, authorization for travel to a DESIGNATED PLACE (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

4. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS authorization/order to a PDS to which the dependent is authorized to travel, and the dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.***

5. TDY Directed ICW PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS authorization/order to a dependent-restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the PCS authorization/order effective date, authorization is based on the dependent's age on the 60th day after authorization/order effective date.***

E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS authorization/order is:

1. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
2. Canceled or revoked,

the dependent's travel and transportation allowances are authorized. Allowances are payable for the distance from the place from which the dependent began travel to the place at which notification was received that the authorization/order was amended, modified, canceled or revoked, and from that location to the new PDS or return to the old PDS, NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Authorization/ Order Is Received. When a dependent is temporarily absent from the old PDS, DESIGNATED PLACE or safe haven when the member receives a PCS authorization/order, the member is authorized dependent travel and transportation allowances from the old PDS, DESIGNATED PLACE or safe haven to the new PDS, provided the dependent returns to the old PDS, DESIGNATED PLACE or safe haven and travel from there to the new PDS ([B-195643, 24 April 1980](#)).

G. Change of Station while on Leave or TDY. When a member receives a PCS authorization/order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

H. Dependent En Route to the New PDS at the Time of the Member's Death. When a member dies after a dependent begins travel under PCS authorization/order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, par. U5241.

I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS authorization/order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS authorization/order.

J. Legal Custody of Children Changes after the PCS Authorization/Order Effective Date. A member who is denied dependent travel and transportation allowances for a child by par. U5201-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS authorization/order effective date. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

#### U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

***NOTE:*** Par. U5218 does not apply to travel to and/or from a **DESIGNATED PLACE (APP A)**. For this Part, the place at which the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS authorization/order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS. For HHG transportation, pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, pars. U5207 and U5210.

#### U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructed travel time between the authorized points; or
2. What it would have cost if GOV'T-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Ch 4, Part B for the time required for travel between authorized points.

If GOV'T-procured transportation is used, the GOV'T-procured transportation cost is subtracted from the allowances.

#### B. MALT Rate

1. Dependent Travels Together with the Member in the Same POC. The MALT rate in par. U2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS. There is no additional MALT for the dependent travel.
2. Dependent Travels in a Separate POC. The MALT rate in par. U2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

#### C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

## SECTION 6: UNUSUAL/EMERGENCY CIRCUMSTANCES

### U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

**NOTE:** *Par. U5905-C2 for HHG transportation under unusual/emergency circumstances.*

#### A. General

1. Par. U5240 covers dependent travel situations that are in:
  - a. Advance of the member's PCS, and
  - b. The GOV'T's best interest.
2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (par. U7200 for COT leave travel); certain dependent travel ICW a member's court martial; tour extensions; and alerts.
3. An authorization/order authorizing dependent travel and transportation must cite the specific par. U5240 under which the travel is authorized.
4. Ch 6 for dependent evacuation travel.
5. Part J for early return of a dependent, including a dependent in CONUS whose member spouse is court-martialed OCONUS.

#### B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS authorization/order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependent travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.
2. Restriction or Change in Designation Imposed after an Authorization/Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS authorization/order but before the dependent begin travel from the member's old PDS, the authorization for dependent travel and transportation allowances is determined under par. U5222-D1.
3. Restriction or Change in Designation Imposed after a Dependent Begins Travel. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:
  - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or
  - b. Home port of the ship concerned and from the home port to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.
4. Restriction or Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. U5240-B1 where they were located under a prior authorization/order on the date they receive notification of the restriction or change in designation, no dependent

travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after a Dependent Leaves the Designated Location. When the restriction or change in designation is imposed after the dependent begins travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

- a. Designated place in CONUS;
- b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after the Dependent Arrives at Member's Duty Station. When the restriction or change in designation is imposed after the dependent arrives at the member's OCONUS PDS or home port, or the restriction or change in designation is not made known to the dependent until arrival at or in the vicinity of that PDS, dependent travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependent evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependent travel and transportation allowances under par. U5201-A:

- a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS or home port of the ship concerned, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. ***However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependent may be retained at the place to which the dependent traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process.*** Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5201-B is governed by par. U6005.

C. Dependent Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- (1) Is accompanying the member and the member has been on active duty for more than 30 days; and
- (2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- (1) Emergency dental care,
- (2) Dental care provided at an OCONUS location, or
- (3) Dental care not covered by the dental plan.

3. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent who travels for elective surgery.*

4. Transportation to and from a Medical and/or Dental Facility. When practicable, GOV'T transportation should be used for transportation authorized by par. U5240-C. When GOV'T transportation is not available or its use is not practicable, dependent patients must be transported by:

- a. GOV'T-procured commercial transportation,
- b. Personally procured commercial transportation, or
- c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. *TDY mileage may not be paid*. However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the GOV'T (i.e., GOV'T or GOV'T-procured transportation). ***NOTE: This limit does not apply when GOV'T or GOV'T-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. *Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982).*

7. Lodging and Meals. The actual cost of dependent's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not be in excess of the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/dental facility locality per diem rate. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

**NOTE:** *The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (APP A) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign area (APP A) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

8. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in APP G except that if a POC is used to and from the transportation terminal, reimbursement is for the actual expenses incurred, as in par. U3305-B1 and *payment of mileage is not authorized*. Receipt requirements are the same as those in par. U2510.

9. Attendants for a Dependent. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An authorization/order authorizing/approving dependent travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the authorization/order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the authorization/order must so indicate and the AO's statement in the authorization/order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the authorization/order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5201-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment authorization/order.

#### D. Dependent Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D ([45 Comp. Gen. 208 \(1965\)](#)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS authorization/order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When a dependent has traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is

continued on permanent duty at the station where the alert notice was officially announced.

E. Dependent Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under par. U5240-E is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

Authorization under par. U5240-E also is limited to the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment ([B-208861, 10 November 1982](#)).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

- a. Is sentenced by a court martial to:
  - (1) Confinement for more than 30 days,
  - (2) Receive a dishonorable/bad-conduct discharge, or
  - (3) Dismissal from a Uniformed Service, or
- b. Receives an administrative discharge under other than honorable conditions.

2. Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

- a. The authorized destination, and
- b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Request. Travel may be requested by:

- a. The member,
- b. The member's spouse, or
- c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

- a. Member, or
- b. Dependent or ex-spouse, (when the member authorizes payment to either of them ([B-193430, 21 February 1979](#))).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (par. U5012-I), dependent travel must start within 180 days from the date:

- a. The court-martial is completed, or
- b. Of administrative discharge.

G. Dependent Travel and Transportation Incident to an IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized dependent travel and transportation allowances as follows:

***NOTE: An IPCOT is not an extension; it is another full tour.***

1. Unaccompanied to Accompanied Tour

- a. Dependent travel and transportation at GOV'T expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.
- b. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

H. Travel and Transportation for a Dependent Relocating for Personal Safety. Par. U5205.

**U5241 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

\*A. General. Par. U5241-A applies to a dependent (without regard to command sponsorship ([B-158661, 22 December 1966](#))) whose member sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. APP A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at GOV'T expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS. Par. U5215-B.

\*2. Transportation. "Transportation," as used in par. U5241, includes transportation-in-kind or reimbursement therefore under par. U5201-A1b, and/or MALT under par. U5015-A.

### C. Limitations

\*1. Destination. No travel at GOV'T expense may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service concerned.

\*2. Time. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process IAW 37 USC §554. ***NOTE: The time waiver does not extend to escort travel authority for the dependent in par. U5241-F.***

\*a. No GOV'T-funded travel and transportation allowances are authorized under par. U5241 when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.

\*b. Effective for deaths occurring on or after 6 January 2006, the dependent has 3 years, beginning on the member's date of the death to choose a HOS for the purpose of travel and transportation allowances.

#### **Examples:**

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.

Member on active duty died on 10 January 2006 -- Family has until 9 January 2009 for HOS.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable ICW the other dependent transportation authorized in par. U5241.

### D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to another location as may be authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:

a. Dead; or

b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for a period of more than 29 days in a missing status.

\*When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision by the dependent as to what location to exercise the authorization to a final move at GOV'T expense. That final move must be exercised within the time limit established in par. U5241-C2.

#### 2. Additional Moves

a. Status Change. A dependent moved under par. U5241-D1 may again be moved under par. U5241-D1 when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under par. U5241-D1 may be moved again under par. U5241-D1 when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependent travel and transportation allowances under par. U5201 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

\*F. Dependent Escort Travel (10 USC §1036). Ch 7, Part Q, for escort travel accompanying an eligible dependent under par. U5241 when it has been determined by the AO or Commanding Officer that travel by the dependents is necessary; that they are incapable of traveling alone because of age, mental or physical incapacity, or the other extraordinary circumstances detailed in the Service regulations.

\*1. Round-trip transportation and travel allowances may be paid to any person for travel performed or to be performed under a competent travel authorization/order as an escort for the member's dependent, if the travel is performed not later than one year after the member (1) dies, (2) is missing or (3) otherwise unable to accompany the dependents. *Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.*

\*2. Travel and transportation allowances may be paid in advance IAW Service regulations.

## U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f)

***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U5242, means:

- a. The deceased member's surviving spouse (including a remarried surviving spouse);
- b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;
- c. The deceased member's parent or parents as defined in 37 USC §401(b)(2) (***NOTE 1*** below);
- d. The deceased member's siblings;
- e. The person who directs the disposition of the deceased member's remains under 10 USC §1482(c) (***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct the disposition of the remains if individual identification had been made; and
- f. If no person described in par. U5242-A1a, U5242-A1b, U5242-A1c, or U5242-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U5242-A1e. A person provided travel and transportation under par. U5242-A1f is in addition to the person referred to in par. U5242-A1e.

2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. NTE 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation-in-kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (par. U2600) for the official distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5201-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used GOV'T-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodgings-Plus' method in Ch 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is/are authorized reimbursement for the reimbursable expenses (APP G) incurred incident to travel under par. U5242. Receipt requirements are the same as those in par. U2510.

e. Definitions. Par. U5242-C.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. U5242-B applies to an eligible family member (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Member. For purposes of par. U5242-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,

- b. Child or children, including children described in section 37 USC §401(b)(1) (**NOTE 4** below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (**NOTE 1** below),
- d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. **Allowances.** An eligible family member is issued an ITA under APP E, Part II, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. **Definition of Burial Ceremony.** For the purpose of par. U5242, the term “burial ceremony” includes the following:

- 1. An interment of casketed or cremated remains;
- 2. A placement of cremated remains in a columbarium;
- 3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (**NOTE 3** below); and
- 4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

**NOTE 1:** For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term “parent” means:

- a. A natural parent of the member;
- b. A step parent of the member;
- c. A parent of the member by adoption;
- d. A parent, stepparent, or adopted parent of the spouse of the member; and
- e. 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 five years before the member became age 21.

**NOTE 2:** With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

**NOTE 3:** For the purpose of par. U5242-C3; 10 USC §1482(d)(2) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than

*a parent of the deceased member, a flag of equal size may also be presented to the parents, and*  
*(2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.*

*However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later.”*

**NOTE 4:** For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term “child” includes a/an:

- a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);*
- b. Adopted child of the member, including a child placed in the member’s home by a placement agency (recognized by the SECDEF) in anticipation of the member’s legal adoption of the child; and*
- c. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.*

**\*U5246 TRANSPORTATION AND PER DIEM OF DESIGNATED INDIVIDUALS OF A HOSPITALIZED WOUNDED, ILL OR INJURED MEMBER**

**\*NOTE:** Cadets/midshipmen are not eligible for designated individual transportation.

\*A. General. Ordinarily, not more than three designated individuals (par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. Par. U1010-B1 for claims and APP E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

\*a. Seriously Wounded, Ill or Injured. Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

\*b. Hospitalized as Result of Combat Wound or Injury. Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. U5246-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

\*2. RC Member Entitled to Disability Pay and Allowances. Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

- a. In the line of duty while performing inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under

the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

\*DoDFMR, Volume 7A, paragraph 570604, and table 57-3 at <http://www.defenselink.mil/comptroller/fmr/07a/index.html> or COMDTINST M7229.29B par. 12-Q and figure 12-1 for a Coast Guard member at [http://www.uscg.mil/directives/cim/7000-7999/CIM\\_7220\\_29B.pdf](http://www.uscg.mil/directives/cim/7000-7999/CIM_7220_29B.pdf)

\*3. Member Retired due to Wound, Illness or Injury. Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

\*B. Designated Individuals

\*1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment. In the case of a member who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon and the military medical facility commander or head. If the designated individual is a:

\*a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

\*b. Civilian Employee: AGOV'T civilian employee is authorized the TDY travel and transportation allowances in regulation used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel authorization and/or paid under DTS.

\*c. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E, Part 1, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

\*2. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment. However, during any one time period, there may only be three designated individuals paid per diem – only two during any period the member is authorized a non-medical attendant IAW par. U5250. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U5246-A.

C. Transportation

\*1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the health and welfare of the member is concerned:

\*a. Transportation-in-kind;

\*b. Reimbursement for the cost of personally procured commercial transportation (*CTO/TMC use is still MANDATORY*);

\*c. Automobile mileage rate (par. U2600) for the official distance traveled by POC.

\*GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel.

Reimbursement provided in par. U5246-C1b is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C1c.

\*2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. Not more than a total of two round-trips in any 60-day period during any time the member is authorized a non-medical attendant IAW par. U5250. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U5246-A.

\*D. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at GOV'T expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D*

\*E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U5246 may be reimbursed. Receipt requirements are the same as those in par. U2510.

## **U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE**

### **A. Definitions**

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
  - a. Is serving on active duty;
  - b. Was held captive, as determined by the Secretary Concerned; and
  - c. Is repatriated to a site inside or outside the U.S.
2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

### **B. Family Authorized Travel and Transportation**

1. Not more than three family members of a member (par. U5258-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

***NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.***

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and

2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.

2. Automobile mileage rate (par. U2600) for the official distance traveled by POC.

3. Reimbursement for the commercial transportation cost NTE the cost of GOV'T-procured round-trip air travel.

E. Per Diem. A [per diem allowance](#) or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. Par. U2300.

## SECTION 1: POV TRANSPORTATION

### U5400 GENERAL

- A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. *These allowances are discretionary.*
- C. POV transportation is authorized unless restricted by the AO or Service PCS-authorization/order regulations.
- D. Other requirements related to transporting a POV, are at the SDDC website (<http://www.sddc.army.mil/>), and "Shipping your POV" (<http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf>).

### U5405 ELIGIBILITY

- A. Initial Authorization. A POV (APP A) may be authorized by a PCS authorization/order to be transported for the member's or dependents' personal use when:
1. Ordered to make a PCS to, from, or between OCONUS PDSs;
  2. A change in a ship's home port is authorized; or
  3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

***NOTE: An authorization/order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved (e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).***

- B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation to/from appropriate port/VPC is authorized.

### U5410 TRANSPORTATION

#### A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
  - a. POV unloading port/VPC serving the new PDS;
  - b. POV unloading port/VPC serving another authorized place (pars. U5410-B, U5455-A and B);
  - c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
  - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

**Part E: POV Transportation & Storage/Section 1: POV Transportation**

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4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, par. U5420-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (par. U5420-B).

**B. POV Transportation when Transportation to the New PDS Not Permitted**

***NOTE: Storage when POV transportation is not authorized to a foreign OCONUS PDS, Ch 5, Part E2.***

1. General. A member:

a. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

1. POV transportation is not permitted to the new PDS;
2. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or
3. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a DESIGNATED PLACE (par. U5222-C3a);

b. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

1. Any place in CONUS the member designates, if the old PDS is OCONUS;
2. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or
3. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or
4. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command- sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the DESIGNATED PLACE to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS authorization/order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

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1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. *This applies to PCS transportation.* If the POV of a member or member's dependents, transported at GOV'T expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is \$210.***

| <b>EXAMPLES</b>                                     |                   |
|---|-------------------|
| Required Delivery Date:                             | 26 June           |
| Member arrives at destination:                      | 3 June            |
| Member rents a vehicle:                             | 3 June            |
| Member receives notice POV arrived & ready for P/U: | 22 June           |
| <b>Maximum Reimbursement Amount Authorized:</b>     | <b>\$00.00</b>    |
|   |                   |
| Required Delivery Date:                             | 14 June           |
| Member arrives at destination:                      | 3 June            |
| Member rents a vehicle:                             | 15 June – 25 June |
| Member receives notice POV arrived & ready for P/U: | 22 June           |
| <b>Maximum Reimbursement Amount Authorized:</b>     | <b>\$210.00</b>   |
| (15-21 June – 7 days @ \$30/day = \$210.00)         |                   |
|   |                   |
| Required Delivery Date:                             | 2 June            |
| Member arrives at destination:                      | 21 May            |
| Member rents a vehicle on:                          | 5 June - 6 June   |
|   | 11 June - 14 June |
|   | 28 June           |
| Member is notified vehicle is ready for P/U:        | 29 June           |
| <b>Member Reimbursement Amount Authorized:</b>      | <b>\$210.00</b>   |
| (7 days vehicle rental @ \$30/day = \$210.00)       |                   |
|   |                   |
| Required Delivery Date:                             | 30 January        |
| Member arrives at destination:                      | 1 January         |
| Member rents a car:                                 | 2 January         |
| Member is notified vehicle is ready for P/U:        | 1 February        |
| <b>Maximum Reimbursement Amount Authorized:</b>     | <b>\$60.00</b>    |
| (30-31 Jan – 2 Days @ \$30/day = \$60.00)           |                   |
| (Authorization does not start until after the RDD.) |                   |

**U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authorization exists under par. U5413-A when POV transportation to the new PDS is not permitted (par. U5410-B). For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV, see pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and
2. Designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

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

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

- a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
- b. Reimbursement for transportation (pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

- a. Old PDS to the passenger port for self and dependents; and
- b. Passenger port to the designated POV loading port/VPC for self.

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

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

- a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);

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- b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. U5105-B2); and
- c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

***NOTE:*** *When a dependent accompanies the member and/or delivers the POV to the designated POV port/VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, par. U5413-C has dependent travel and transportation allowances.*

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

- a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT at the rate in par. U2605-B for the official distance from 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 accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, par. U5413-D has dependent travel and transportation allowances.*

**U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS**

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

- 1. A travel hazard exists between the port/VPC and PDS;
- 2. The member is physically unable to drive between the port/VPC and PDS; or
- 3. The conditions of the member's authorization/order or assignment are such that it is prudent for overland transportation to be provided.

**Example 1:** The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

**Example 2:** The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

**U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE**

An eligible member ordered on a PCS between CONUS PDSs may be authorized/approved transportation of one

POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (par. U5160) for the member to drive and report to the new PDS as ordered.

***NOTE: A dependent's inability to drive does not satisfy this criterion.***

#### U5417 TRANSPORTATION OF A POV WITHIN CONUS INCIDENT TO A PCS

##### A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

- a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT-Plus' for driving two POCs to the new PDS (example, par. U5417-D); ***and***
- d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the POV transportation cost exceeds the reimbursement limitation (par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

B. Member Possesses More than Two Vehicles. Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and
2. Must go through the Secretarial Process IAW JFTR, par. U5015-B.

##### C. Restrictions

1. A member must not be authorized POV transportation at GOV'T expense if the member has:

- a. No dependents,
- b. No dependents *eligible* for transportation at GOV'T expense, or
- c. No dependents being relocated incident to the PCS.

2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.

3. The member must personally procure all POV transportation. ***GOV'T-procured transportation is not authorized.***

4. ***Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.***

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5. POV storage at GOV'T expense is *not authorized* in lieu of POV transportation in par. U5417.

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

**NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.**

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

| <b>*Step 1</b>  |   |   |  |                   |
|---|---|---|--|-------------------|
| <i>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</i> |   |   |  |                   |
|   | <u>Per Diem</u>   |   | <u>MALT</u>                            | <u>Total</u>      |
| <b>Member</b>   | \$116/day x 8 days (\$928)                                    | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,367.89        |
| <b>Spouse</b>   | \$87/day x 8 days (\$696) =<br>(75% of the member's per diem) |   |  | \$ 696.00         |
| <b>1<sup>st</sup> Child</b>   | \$87/day x 8 days (\$696) =<br>(75% of the member's per diem) |   |  | \$ 696.00         |
| <b>2<sup>nd</sup> Child</b>   | \$87/day x 8 days (\$696) =<br>(75% of the member's per diem) |   |  | \$ 696.00         |
| <b>Total</b>  |   |   |  | <b>\$3,455.89</b> |

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

| <b>*Step 2</b>   |                             |   |  |                   |
|--|-----------------------------|---|--|-------------------|
| <i>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</i> |                             |   |  |                   |
|  | <u>Per Diem</u>             |   | <u>MALT</u>                            | <u>Total</u>      |
| <b>Member</b>  | \$116/day x 8 days = \$928  | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,367.89        |
| <b>Spouse</b>  | \$116/day x 8 days = \$928  | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,367.89        |
| <b>1<sup>st</sup> Child</b>  | \$87/day x 8 days (\$696) = |   |  | \$ 696.00         |
| <b>2<sup>nd</sup> Child</b>  | \$87/day x 8 days (\$696) = |   |  | \$ 696.00         |
| <b>Total</b>   |                             |   |  | <b>\$4,127.78</b> |

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

| <b>*Step 3</b>   |                 |
|--|-----------------|
| <i>Reimbursement Limitation to Drive One POC and Transport One POV</i>   |                 |
| Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,127.78) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,455.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2. |                 |
| 1. Cost to transport POV = ( <i>The \$1,500 amount shown is for illustration purposes only.</i> )  | \$1,500.00      |
| 2. Reimbursement limitation is \$4,127.78 (Step 2) - \$3,455.89 (Step 1) =   | <u>\$671.89</u> |
| 3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 - \$671.89 =  | <b>\$828.11</b> |

E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

| <b>*Step 1</b>  |                             |   |  |                   |
|---|-----------------------------|---|--|-------------------|
| <b>Member, Member, and 2 Children, Perform Concurrent Travel in One POC</b> |                             |   |  |                   |
| (Pars. U5100-B1 and U5100-B2.)  |                             |   |  |                   |
|   | <b>Per Diem</b>             |   | <b>MALT</b>                            | <b>Total</b>      |
| <b>Member 1</b>   | \$116/day x 8 days (\$928)  | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,367.89        |
| <b>Member 2</b>   | \$116/day x 8 days (\$928)  |   |  | \$ 928.00         |
| <b>1<sup>st</sup> Child</b><br>75% of Mbr 1 Per Diem                        | \$87/day x 8 days (\$696) = |   |  | \$ 696.00         |
| <b>2<sup>nd</sup> Child</b><br>75% of Mbr 2 Per Diem                        | \$87/day x 8 days (\$696) = |   |  | \$ 696.00         |
| <b>Total</b>  |                             |   |  | <b>\$3,687.89</b> |

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (*not* traveling on the same route at the same time) travel in two POCs.

| <b>*Step 2</b>   |                             |   |  |                   |
|--|-----------------------------|---|--|-------------------|
| <b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b> |                             |   |  |                   |
|  | <b>Per Diem</b>             |   | <b>MALT</b>                            | <b>Total</b>      |
| <b>Member 1</b>  | \$116/day x 8 days = \$928  | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,367.89        |
| <b>Member 2</b>  | \$116/day x 8 days = \$928  | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1,367.89        |
| <b>1<sup>st</sup> Child</b><br>75% of Mbr 1 Per Diem                                 | \$87/day x 8 days (\$696) = |   |  | \$ 696.00         |
| <b>2<sup>nd</sup> Child</b><br>75% of Mbr 2 Per Diem                                 | \$87/day x 8 days (\$696) = |   |  | \$ 696.00         |
| <b>Total</b>   |                             |   |  | <b>\$4,127.78</b> |

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

| <b>*Step 3</b>   |                   |
|--|-------------------|
| <b>Reimbursement Limitation to Drive One POC and Transport One POC</b>   |                   |
| Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,127.78) <i>minus</i> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$3,687.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2. |                   |
| 1. Cost to transport POV = ( <i>The \$1,500 amount shown is for illustration purposes only.</i> )  | \$1,500.00        |
| 2. Reimbursement limitation is \$4,127.78 (Step 2) - \$3,687.89 (Step 1) =   | \$439.89          |
| 3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500-\$439.89 =  | <b>\$1,060.11</b> |

**U5420 TRANSPORTATION RESTRICTIONS**

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.
2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

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B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority; or
3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is IAW Service regulations.
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS authorization/order.
2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

## U5425 TRANSPORTATION METHODS

***NOTE: ICW transportation of a POV within CONUS, when advantageous and cost-effective to the GOV'T, the member is responsible for making all arrangements (par. U5417).***

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

***NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).***

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation ([51 Comp. Gen. 838 \(1972\)](#)). The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (par. U5455-E).

## U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate

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ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS authorization/order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the GOV'T for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

**U5440 FACTORS AFFECTING POV TRANSPORTATION**

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

***NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable, par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.***

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.

C. Authorization/Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS authorization/order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS authorization/order is later amended, modified, canceled, or revoked.

D. Transportation before an Authorization/Order Is Issued. POV transportation is permitted (pars. U5410-A and U5420-B), before a PCS authorization/order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later;
3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS authorization/order is issued, during which a member may be advised that the PCS 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 the PCS authorization/order is actually issued. General information furnished to the member concerning the issuance of a PCS authorization/order before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the authorization/order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

#### **U5445 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the GOV'T must be collected (par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

#### **U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

##### **A. Official and Personal Situations**

###### **1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS.** A member with dependents:

- a. Ordered on PCS to an OCONUS PDS; and
- b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

###### **2. Authorization on Next PCS.** *A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.*

**3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS.** A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an authorization/order, dependents are not returning to CONUS, etc.), is authorized, and an authorization/order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

##### **B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port.** When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS DESIGNATED PLACE.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. Pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.*

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par. U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

**NOTE: Both POVs must be transported to the same destination.**

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or
- (2) Arrange transportation of the POV(s) and receive reimbursement.

**NOTE: Both POVs must be driven/transported to the same destination.**

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). Service claims regulations has GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated

delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no reimbursement is paid unless **both POVs do not arrive** at the authorized destination by the designated delivery date(s).

#### 4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

- (1) Is not known;
- (2) Is subject to litigation; or
- (3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. ***SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

#### 5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. Par. U5205.

### **U5456 TRANSPORTATION INCIDENT TO DIVORCE**

When a member has POV transportation authorized by a PCS authorization/order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)). ***Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS authorization/order.***

### **U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

***NOTE: Par. U5012-I for restrictions to time limit extensions.***

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, E, and F).

***NOTE: Par. U5012-I for restrictions to time limit extensions.***

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

#### **U5460 CARE AND STORAGE**

The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

#### **U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

This applies to GOV'T-authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210 (Examples, par. U5410-D).***

## PART H: TLE ALLOWANCE WITHIN CONUS

### U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary QTRS *in CONUS* due to a PCS.

### U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

***NOTE: TLE is payable incident to a move when entering active duty to the first PDS.***

2. After arriving at the new CONUS PDS, DESIGNATED PLACE, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,
3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or
4. For the elapsed time between PDSs when per diem is not payable; and
5. When the member's PCS authorization/order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or
6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

***NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, DESIGNATED PLACE, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.***

**Example:** If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A DESIGNATED PLACE en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or

2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS authorization/order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS authorization/order issuance (Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (par. U5205); or
6. When ordered to ITDY.

***NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.***

**U5710 TIME LIMITATIONS**

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS; or
4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE; or

***\*Effective for TLE incurred on/after 20 March 2008. For TLE between 30 May 2006 and 19 March 2008, the maximum TLE period is 20 days.***

5. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. the PDS is experiencing a sudden increase in number of members assigned.

**TLE has been temporarily increased for the following locations:**

| <b>Location</b> | <b>Effective for Dates</b> | <b>Number of TLE days</b> |
|-----------------|----------------------------|---------------------------|
| Fort Drum, NY   | 22 Mar 2007 – 19 Mar 2008  | 20                        |
| Fort Drum, NY   | *20 Mar 2008 – 31 Mar 2010 | 60                        |

**U5715 TEMPORARY QTRS**

Temporary QTRS for the member/dependent(s):

1. Must be a temporary residence; and

2. Must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE; and
3. May be allowed if assigned family-type GOV'T QTRS are not occupied because:
  - a. HHG have not been shipped from the old PDS; or
  - b. HHG have not been received at the new PDS; or
  - c. GOV'T QTRS are undergoing repair/renovation; or
  - d. HHG have been packed, picked up and/or shipped from the losing PDS; or
  - e. For similar reasons.

***NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.***

***Effective 26 November 2008***  
**U5720 REIMBURSEMENT**

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to \$290 per day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE ***may be paid***, in addition to TQSE for civilian employees, (JTR, Ch 5, Part H) as long as TLE and TQSE 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)).***

B. Per Diem Rate. The ***locality*** per diem rate based on the PDS (or DESIGNATED PLACE, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290 per day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days ([B-221732, 10 April 1987](#)); and
2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and
3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use available GOV'T QTRS (par. U1045).

***NOTE: When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower (par. U1045).***

D. Reimbursement Example:

1. A member occupies temporary QTRS at the new PDS for 12 days (1-12 April).

2. The member's dependent(s) also occupy temporary QTRS for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290 per day.

E. Reimbursement Computation

**Step 1:** Determine the daily lodging ceiling and M&IE rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

| No. of Eligible Persons<br>Occupying Temporary QTRS | Percentage<br>Applicable |
|---|--------------------------|
| Member or 1 dependent:                              | 65%                      |
| Member and 1 dependent, or 2 dependents only:       | 100%                     |
| For each additional dependent age 12 and over, add: | 35%                      |
| For each additional dependent under age 12, add:    | 25%                      |

**NOTES:** *The above percentage factors are used for both lodging and M&IE unless:*

1. *For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.*
2. *For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).*

**Step 2:** Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

**Step 3:** Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

**Step 4:** Determine the applicable daily rate. Compare \$290.00 with the Step 3 amount. Pay the lesser of these two amounts for that day.

**NOTE:** *The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only(current Standard CONUS per diem rate, par. U2025).*

**EXAMPLE 1 -- TLE ALLOWANCE**  
**Member with no dependents**

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$124 (\$78/ \$46). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

|   |   |
|---|---|
| 1. Determine maximum rates (Given percent x locality rate).   |   |
| M&IE  | 65% x \$46 = \$29.90                                    |
| Lodging   | 65% x \$78 = \$50.70                                    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$47.50 vs. \$50.70<br>\$47.50                          |
| 3. Add the Step 1 M&IE to the selected lodging in Step 2.   | \$29.90 + \$47.50 = \$77.40                             |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.                            | \$290.00 vs. \$77.40<br>\$77.40/day x 4 days = \$309.60 |

**EXAMPLE 2 – TLE ALLOWANCE**  
**Member with 3 dependents**

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$116 (\$70/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

|   |   |
|---|---|
| 1. Determine maximum rates (Given percent x locality rate).   |   |
| M&IE  | 160% x \$46 = \$73.60                                     |
| Lodging   | 160% x \$70 = \$112.00                                    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$80 vs. \$112<br>\$80                                    |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$73.60 + \$80.00 = \$153.60                              |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.                           | \$290 vs. \$ 153.60<br>\$153.60/day x 8 days = \$1,228.80 |

**EXAMPLE 3 -- TLE ALLOWANCE**  
**Two Members with other dependents**

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$116 (\$70/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:

| <b>Member #1</b><br><b>(with 1 dependent)</b>   |   |
|---|---|
| 1. Determine Maximum rates (Given percent x locality rate).<br>M&IE<br>Lodging  | 100% x \$46 = \$46<br>100% x \$70 = \$70    |
| 2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.   | \$50 vs. \$70<br>\$50                       |
| 3. Add the Step 1 M&IE to the Step 2 lodging cost.  | \$46 + \$50 = \$ 96                         |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.   | \$290 vs. \$96<br>\$96/day x 6 days = \$576 |
| <b>Member #2</b><br><b>(with 1 dependent)</b>   |   |
| 1. Determine Maximum rates (Given percent x locality rate)<br>M&IE<br>Lodging   | 100% x \$46 = \$46<br>100% x \$70 = \$70    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.   | \$50 vs. \$70<br>\$50                       |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$46 + \$50 = \$ 96                         |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.   | \$290 vs. \$96<br>\$96/day x 6 days = \$576 |
| The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576). |   |

**EXAMPLE 4 – TLE ALLOWANCE**

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$115 (\$69/ \$46). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days.** The members are authorized TLE, computed as follows:

| <b>Member #1<br/>(with 2 dependents)</b>  |  |
|---|--|
| 1. Determine Maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 125% x \$46.00 = \$ 57.50<br>125% x \$69.00 = \$ 86.25       |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.   | \$100.00 vs. \$86.25<br>\$86.25                              |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$57.50 + \$86.25 = \$143.75                                 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.   | \$290.00 vs. \$143.75<br>\$143.75/day x 10 days = \$1,437.50 |
| <b>Member #2<br/>(with 2 dependents)</b>  |  |
| 1. Determine Maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 125% x \$46.00 = \$57.50<br>125% x \$69.00 = \$ 86.25        |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.  | \$100.00 vs. \$86.25<br>\$86.25                              |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$57.50 + \$86.25 = \$143.75                                 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.   | \$290.00 vs. \$143.75<br>\$143.75/day x 10 days = \$1,437.50 |
| The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$2,875 (\$1,437.50 + \$1,437.50). |  |

**EXAMPLE 5 -- TLE ALLOWANCE**

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$116.00 (\$70/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

| <b>OLD PDS</b>  |   |
|---|---|
| 1. Determine maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 160% x \$71.00 = \$113.60<br>160% x \$161.00 = \$257.60 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$195 vs. \$257.60<br>\$195                             |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$113.60 + \$195 = \$308.60                             |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.                              | \$290 vs. \$308.60<br>\$290/day x 2 days = \$580        |
| <b>NEW PDS</b>  |   |
| 1. Determine maximum rate (Given percent x locality rate).<br>M&IE<br>Lodging   | 160% x \$46.00 = \$73.60<br>160% x \$70.00 = \$112.00   |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.    | \$85 vs. \$112<br>\$85                                  |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$73.60 + \$85.00 = \$158.60                            |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.                           | \$290 vs. \$158.60<br>\$158.60/day x 6 days = \$951.60  |
| The member is authorized a total of \$1,531.60 (\$580.00 + \$951.60) for TLE.   |   |

**EXAMPLE 6 -- TLE ALLOWANCE**

A member occupies temporary QTRS at the new PDS for 12 days (1-12 April) at \$52/night (\$47 per night plus \$5 tax). The new PDS locality per diem rate is \$123 (\$77/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18-29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$127 (\$81/ \$46). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that GOV'T QTRS were not available at either location. The member is authorized TLE, computed as follows:

|  | <b>Member<br/>(New PDS)</b>                                  | <b>Dependent(s)<br/>(Old PDS)</b>                    |
|--|--|--|
| 1. Determine max rate (Given percent x locality rate)<br>M&IE<br>Lodging   | 65% x \$46.00 = \$29.90<br>65% x \$77.00 = \$50.05           | 100% x \$46.00 = \$46.00<br>100% x \$81.00 = \$81.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$52.00 vs. \$50.05<br>\$50.05                               | \$60.00 vs. \$81.00<br>\$60.00                       |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.  | \$29.90 + \$50.05 = 79.95                                    | \$46.00 + \$60.00 = 106.00                           |
| Combined Total:  | \$79.95 + \$106.00 = \$185.95                                |  |
| 4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$185.95.                | \$290.00 vs. \$185.95<br>\$185.95/day x 10 days = \$1,859.50 |  |

**EXAMPLE 7 – TLE ALLOWANCE**  
**Two Rooms Occupied**

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off-post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

|   |   |
|---|---|
| 1. Determine maximum rates (Given percent x locality rate).<br>(Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70%<br>and one dependent (under age 12) 25% for a total of 195%)<br>M&IE<br>Lodging | 195% x \$51 = \$99.45<br>195% x \$115 = \$224.25      |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.   | (2 x \$114) = \$228 vs. \$224.25<br>\$224.25          |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost.   | \$99.45 + \$224.25 = 323.70                           |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day.<br>Pay \$290.   | \$290 vs. \$323.70<br>\$290/day x 8 days = \$2,320.00 |

**U5725 FUNDS ADVANCE**

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

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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. (Train business-class definition JFTR par. U3135-B3/JTR par. C2208-B3.)
3. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

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

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

3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor 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. ***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. ***Business-class transportation authority (restricted to the two-star flag level and civilian equivalents) JFTR, par. U3125-B2b/JTR, par. C2204-B2b.***

**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.** [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.** *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.** [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, 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. **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. NON-TEMPORARY STORAGE.**

**FAMILY. 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. First-class transportation authority JFTR, par. U3125-B2a/JTR, par. C2204-B2a.

**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 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 ("GOV'T dining facility/mess available" APP O, par. T4040-A2b) 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- 31 December 2010.*

1. Discount GOV'T Meal Rate: \$9.25 per day
2. Standard GOV'T Meal Rate: \$10.80 per day

**NOTE: DISCOUNT GOVERNMENT MEAL RATE.**

**GOVERNMENT MESS. 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 \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. 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. **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. **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.** *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.** *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, 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. (Current rates, JFTR, par. U2600/JTR, par. C2500.)

**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-D/JTR, par. C2203-D),
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). JFTR, par. U2605-B/JTR, par. C2505-B 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, the Per Diem, Travel and Transportation Allowance Committee website at: <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

**OFFICIAL STATION. 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. 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. OCONUS.**

**PER DIEM, REDUCED. 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. 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. TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY. 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. **FIRST-CLASS** is defined, or
2. Business-class. **BUSINESS-CLASS** is defined.

**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). 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-B/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 \(http://www.defensetravel.dod.mil/perdiem/faagovmeals.html\)](http://www.defensetravel.dod.mil/perdiem/faagovmeals.html) and the meals portion of the applicable [M&IE rate \(http://www.defensetravel.dod.mil/perdiem/pdrates.html\)](http://www.defensetravel.dod.mil/perdiem/pdrates.html), rounded up to 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. 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. **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. JFTR, par. U5375/JTR, par. C5190. Also referred to as temporary storage.

**TEMPORARY DUTY (TDY) LOCATION. 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. STORAGE IN TRANSIT.**

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

- A. Commonwealth of the [Northern Mariana Islands](#), i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon

De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

- B. Commonwealth of Puerto Rico
- C. American Samoa
- D. Baker Island
- E. Guam
- F. Howland Island
- G. Jarvis Island
- H. Johnston Atoll
- I. Kingman Reef
- J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

**TERRITORY OF THE UNITED STATES. 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. (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. 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 which is defined) 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 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. **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. **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. **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 (APP E) 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 E1 for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC).** *(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.** *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 (*JFTR, par. U2200/JTR, par. C1060*).

**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.** *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.** *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.** *HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.*

#### T4000 INTRODUCTION

A. Application. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together via no/limited reimbursement, and certain travel under special circumstances. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this Appendix, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. Active duty for training tours of 140 or more days at one location (except as noted in par. U2146-B) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

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

D. PCS Move Travel. TDY, performed as part of a PCS move, continues to be paid independently of DTS.

E. Invitational Travel Authorizations. JFTR/JTR, APP E.

F. Evacuations. JFTR/JTR, Ch 6.

#### T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

#### T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T

dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. [Per diem rates \(http://www.defensetravel.dod.mil/perdiem/pdrates.html\)](http://www.defensetravel.dod.mil/perdiem/pdrates.html) by location showing the lodging, meals and IE components are provided under separate issuance by the PDTATAC. These rates also are available from the CTO/TMC.

## T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

### B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.
3. It is **mandatory** that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO/TMC or in-house travel arranger IAW TRANSCOM policy. The CTO/TMC estimates the total cost for the trip (a “should-cost” estimate) forming the reimbursement basis.
4. It is **mandatory** that the traveler makes the official travel and transportation arrangements through the CTO/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:
  - a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement,
  - b. Must use economy/coach-class for all official travel, unless premium-class accommodations are authorized prior to travel or approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a, U3125-B2b or JTR, pars. C2204-C2a and C2204-C2b.
    - (1) JFTR, par. U2000-A2c/JTR, par. C2000-A2c for medical reasons, or
    - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is “so urgent it cannot be postponed,” premium-class travel should only be authorized to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. **JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.**
  - c. Must **not** use foreign flag transportation even if U.S.-certificated air flag carrier fares are higher,
  - d. Who uses premium-class or a foreign flag transportation presumably at GOV'T expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and
  - e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.

6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." ***The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.***

7. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at GOV'T expense on the funds of an AGENCY (APP A1) may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in this regulation. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO/TMC Use

#### 1. Mandatory Policy

a. It is DoD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.***

b. ***A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a \_CA airfare is available and the AO determines that a \_CA airfare meets mission needs.***  
***NOTE: This does not establish the \_CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.***

2. Service Regulations. DoD COMPONENT/Service regulations for CTO/TMC use information.

#### 3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO/TMC use (par. T4005).

b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a \_CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

#### B. Requirements

1. When making travel arrangements, the traveler should use the following:

a. Services available under a TMS (APP A1), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DoDD 4500.9 (Transportation and Traffic Management) at <http://biotech.law.lsu.edu/blaw/dodd/corres/pdf2/d45009p.pdf>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

#### D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A1) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

***NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.***

### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, **NOTE 1**/JTR, par. C1060, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the travel authorization/order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. Claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DoDFMR, Vol. 9, Ch 4, (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150, item 8).

**NOTE:**

1. ***A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***
3. ***Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and***

*this vendor should be used.*

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized/approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to

the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

#### T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

##### A. Lodging Overnight Required - Business Travel Standards

###### 1. Sleeping

a. The CTO/TMC makes lodging reservations and reflects the cost estimate (including tax) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTOs/TMCs) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.*

***NOTE:*** *The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). Par. U1045-C.*

## c. Civilian Employee

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

(2) The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a [per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or as part of an authorization/ order amendment/modification covering a prospective period after the authorization/order was issued), a travel authorization/order, modified after the fact, prescribing a [different per diem rate](http://www.defensetravel.dod.mil/perdiem/pdrates.html) is without effect and the locality [per diem rates](http://www.defensetravel.dod.mil/perdiem/pdrates.html) are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

\*d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](http://www.defensetravel.dod.mil/perdiem/pdrates.html)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. See JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

**NOTE 1:** *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

**NOTE 2:** *The locality per diem [lodging ceiling](http://www.defensetravel.dod.mil/perdiem/pdrates.html) (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

**NOTE 3:** *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.*

## e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** [GSBCA 16836-RELO, 5 June 2006](#). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

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

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR,***

*Ch 4, Part C/ JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.*

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

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost ([B-254626, 17 February 1994](#)).

## 2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

***NOTE:*** *In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.*

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

***NOTE 1: If all three meals are provided, only the IE for that day are payable.***

***NOTE 2: '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.***

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

3. **IE.** The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

***NOTE 1: Applicable to a civilian employee:***

***a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.***

***b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.***

***NOTE 2: Applicable to a uniformed member:***

***a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

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

#### **B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. Par. T4040-A1c.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a

civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. Par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. Par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services

for inclusion in travel authorizations/orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. **There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.**

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. *Civilian Employee Only.* In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/perdiem/pdrates.html>.

5. Contingency Operation Flat Rate Per Diem (uniformed member only). Par. U4105-I.

6.

| JOINT TASK FORCE OPERATIONS TDY OPTIONS   |  |                  |  |
|---|--|------------------|--|
| TABLE 1                                   |  |                  |  |
| DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS |  |                  |  |
| Subsist Ashore                            |  |                  |  |
| TDY OPTION                                | SUBSISTENCE  | PER DIEM         | REMARKS  |
| Business Travel                           | Commercial Lodging and Commercial Meals  | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Meals                                    |
|   | GOV'T Lodging and GOV'T Dining Facility/Mess – Permanent U.S. INSTALLATION   | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals        |
|   | GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/ |
|   | GOV'T Lodging and Commercial Meals   | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Meals                                    |
|   | Commercial Lodging and GOV'T Dining Facility/Mess (In AOR only)  | Lodging and M&IE | Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals           |
| EUM                                       | GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes                     | IE               | Civilian Employee Pays for GOV'T Meals at Full Meal Rate                               |
| Field Duty                                | GOV'T Lodging, Dining Facility/Mess and Incidentals Provided   | None             | Civilian Employee pays for GOV'T Meals at Full Meal Rate                               |
| Subsist Aboard U.S. GOV'T Ship 3/         |  |                  |  |
| TDY                                       | GOV'T Lodging and GOV'T Meals  | None             | Civilian Employee Pays for Meals   |

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

2/ Discount Meal Rate = Food costs only.

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

**NOTE:** For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO/TMC, even though overnight lodging is not required.
  - b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.
  - c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.
  - d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
  - e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
  - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
  - g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
  - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
  - i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **JFTR, par. U4510 for occasional meals authority.**

**NOTE:** Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):
  - a. Duty sites,
  - b. Lodgings,

- c. Dining facilities,
  - d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
  4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
  5. The traveler must note the required miles driven.

#### **T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER ([48 Comp. Gen. 301 \(1968\)](#))**

A. General. Par. T4045 applies to an RC member on active/inactive duty under an authorization/order that provides for return home. Par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location,

unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (Par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

***Effective for travel that occurs 20 March 2008 through and including 31 December 2010***

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, "outside the local commuting distance" is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:

- a. Qualified in a skill designated as critically short by the Service Secretary;
  - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or
  - c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.
2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip*.
- a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***
  - b. Lodging and Meals. The actual cost of the member's lodging (including tax (***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>).

**NOTES:**

1. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.
2. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/perdiem/pdrates.html>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

| ACTIVE DUTY WITH PAY 1/  |  |   |
|--|--|---|
| TABLE 1  |  |   |
| Situation 2/   | Transportation 3/4/  | Per Diem  |
| Annual training duty 5/  | Par. T4030 applies.  | Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/   |
| PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).                                   | Par. T4030 applies.  | Not authorized. 6/7/  |
| Pipeline Student--newly enlisted member undergoing training.   | Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030. | Not authorized if GOV'T QTRS & dining facility/mess available.  |
| Member commutes or AO determines member can commute.   | Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.   | Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits. |
| Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.     | Par. T4030 applies.  | Par. T4040 applies.   |
| Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days. | Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.   | Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.  |

2. Table 2 - Active Duty without Pay

| ACTIVE DUTY WITHOUT PAY             |  |  |
|-------------------------------------|--|--|
| TABLE 2                             |  |  |
| Situation 2/                        | Transportation 3/4/  | Per Diem   |
| Others performing duty without pay. | Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member. | Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/. |

**FOOTNOTES FOR TABLES 1 AND 2**

1/ Applies to an RC member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

| INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/   |  |                     |
|---|--|---------------------|
| TABLE 3   |  |                     |
| <i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>                        |  |                     |
| Situation   | Transportation   | Per Diem            |
| Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/ | 1. May be authorized reimbursement under par. T4040-F.<br>2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. | Not authorized.     |
| Travel from home/assigned unit to TDY Station.  | Par. T4030 applies limited to travel cost from the assigned unit.  | Par. T4040 applies. |
| Travel from a location other than home/assigned unit to TDY Station.  | Par. T4030 applies limited to travel cost from the assigned unit.  | Par. T4040 applies. |
| Travel from a location other than home/assigned unit to alternate site within the local commuting area.               | The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.   | Not authorized.     |
| RC Standby Reserve member voluntarily performing without pay.   | Not authorized.  | Not authorized.     |

**FOOTNOTES FOR TABLE 3**

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ Par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP**

A. Before the Trip

1. Cost Estimate. A traveler should obtain an estimate from the CTO/TMC, or DTS Reservation Module, for the trip. It is the key to several travel and trip funding decisions. It informs the traveler and the AO in advance of the standard and actual arrangements, associated costs, and the allowance maximums. It includes costing for transportation to and from the TDY location, lodging (including tax), and rental car (if authorized). The estimate also reflects the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission

reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

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

4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically charges reservations to an IBA or unit GTCC. Airline or rail tickets may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

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

#### C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

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

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

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

- a. *Must safeguard issued paper tickets, carefully at all times;*
- b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;
- c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;
- d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

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

f. Must return unused paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

#### **T4060 AO RESPONSIBILITIES**

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW this Regulation. For a civilian traveler, the AO must determine the travel purpose (JTR/JFTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.

#### B. What's Allowable and Not Allowable

##### 1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city-pair flight use. APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Ch 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

#### **NOTE:**

1. ***If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.***
2. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

3. *The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, a business-class transportation authorization should not be provided.*

4. *When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.*

5. *When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.*

***NOTE:*** Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. **Using U.S.-certificated Carriers.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not "available" if:*

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); ***NOTE:*** *The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.*

***NOTE 1:*** *The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#))).*

***NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.*** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate ([GSBCA 14554-TRAV, 18 August 1998](#)).

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

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point.

Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** Par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO/TMC computes the number of days allowed for travel based on the transportation modes the AO specifies. Par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For an RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process

authorized per diem.

19. Movement of an Employee’s Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai’i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV’T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

**T4070 TDY GLOSSARY**

**Authorize.** The giving of permission before an act.

**Approve.** The ratification or confirmation of an act already done.

**Group movement.** A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is GOV’T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

**Must, Shall, Should, May, Can, Will.** The following definitions from DoD 5025.1-M apply:

| HELPING VERB | DEGREE OF RESTRICTION  |
|--------------|--|
| Must, shall  | Action is mandatory  |
| Should       | Action is required, unless justifiable reason exists for not taking action                   |
| May, can     | Action is optional   |
| Will         | Is not restrictive; applies only to a statement of future condition or an expression of time |

**Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO/TMC, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.