# JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

## CHANGE 292

## 1 APRIL 2011

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 April 2011 unless otherwise indicated.

C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**SAMUEL B. RETHERFORD**
Deputy Assistant Secretary of the Army
(Military Personnel)

**DR. RUSSELL BELAND**
Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

**BILL BOOTH**
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

**CURTIS B. ODOM**
Director of Personnel Management
United States Coast Guard

**JONATHAN W. BAILEY**
RADM, NOAA
Director, NOAA Corps

**DENISE S. CANTON**
RADM, USPHS
Director, OCCFM

D. Applicable MAP Items. This change includes all material written in the following MAP items: 106-10(R), 6-11(E), 8-11(E), 10-11(E), 15-11(I)-17-11(I), and 19-11(I).

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

Introduction, U1007-A1, U2025-A, U4151-D2, U4177, U4200, U4205, U4265, U4510-B1a, U4800-E2b(1)(b), U6005-D1, U6005-F3, U6005-G, U6054-D1, U6054-F3, U6054-G, U7160-C2b, U7752, U7960-D1, U7960-D3a(1), U7960-D3b(1), U9185-B, U9185-E Step 1, U9185-H, U9195-E, U10010-A and APP A1, APP E, APP J, APP K, APP M, APP O, APP R, APP S. Updates DTMO and other URLs associated with the redesign and launch of the DTMO website.

U3120-A1a, U3125-B3, U3125-B4i, U3130-E3c, U3135-E, APP H, APP O, and APP P. Changes policy by no longer requiring approval authority to buy or use other than coach-class airfare where the cost is less than the least expensive unrestricted economy/ coach class airfare. This authority will also apply to other modes of transportation.

U3415-D, U3500, U3505-B, U3505-D3, U3510-C1, U5355-B2b(1), APP A and APP G. Adds the term "transit system" to APP A. Adds language where "transit system" is applicable.

U4155. Adds cross references for use in determining which of the meal rates (PMR/GMR) is appropriate for use in lieu of the locality meal rate, based on GOV'T dining facility/mess availability.

U8038-C. Clarifies CONUS COLA when a Reserve Component member is extended.

U10026-A. Adds clarifying language indicating that DD Form 2256 supports MIHA rent and/or MIHA/security related -expenses.

APP E. Clarifies that Foreign Military Personnel are prohibited from using Invitational Travel Orders.

APP S. Updates recertification dates for 20 FEML locations.

**PAGE LEFT BLANK INTENTIONALLY**

# JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

## CHANGE 292

## 1 APRIL 2011

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 | 292 04-11 | 291 03-11 | 290 02-11 | 289 01-11 | 288 12-10 | 287 11-10 | 286 10-10 | 285 09-10 | 284 08-10 | 283 07-10 | 282 06-10 | 281 05-10 | 280 04-10 | 279 03-10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Title Page | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 |
| Cover Letter | **292** | **291** | **290** | **289** | **288** | **287** | **286** | **285** | **284** | **283** | **282** | **281** | **280** | **279** |
| Record of Changes | **292** | **291** | **290** | **289** | **288** | **287** | **286** | **285** | **284** | **283** | **282** | **281** | **280** | **279** |
| Introduction | **292** | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Table of Contents | 288 | 288 | 288 | 288 | **288** | **287** | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| **Chapter 1** | | | | | | | | | | | | | | |
| TOC | 290 | 290 | **290** | 286 | 286 | 286 | **286** | 282 | 282 | 282 | **282** | 276 | 276 | 276 |
| Part A | **292** | 289 | 289 | **289** | **288** | **287** | **286** | 284 | **284** | **283** | 280 | 280 | **280** | **279** |
| Part B | 286 | 286 | 286 | 286 | 286 | 286 | **286** | 282 | 282 | 282 | **282** | 264 | 264 | 264 |
| Part C | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part D | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| **Chapter 2** | | | | | | | | | | | | | | |
| TOC | **292** | 290 | **290** | **289** | 287 | **287** | 280 | 280 | 280 | 280 | 280 | 280 | **280** | 264 |
| Part A | **292** | 289 | 289 | **289** | **288** | **287** | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part B | 288 | 288 | 288 | 288 | **288** | 286 | **286** | 283 | 283 | **283** | 280 | 280 | **280** | 278 |
| Part C | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part D | 288 | 288 | 288 | 288 | **288** | 282 | 282 | 282 | 282 | 282 | **282** | 269 | 269 | 269 |
| Part E | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part F | 287 | 287 | 287 | 287 | 287 | **287** | **286** | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part G | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part H | 290 | 290 | **290** | **289** | 286 | 286 | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| **Chapter 3** | | | | | | | | | | | | | | |
| TOC | 287 | 287 | 287 | 287 | 287 | **287** | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part A | 291 | **291** | **290** | 288 | **288** | **287** | **286** | 284 | **284** | 277 | 277 | 277 | 277 | 277 |
| Part B1 | **292** | 290 | **290** | **289** | **288** | 286 | **286** | 280 | 280 | 280 | 280 | 280 | **280** | 278 |
| Part B2 | **292** | 286 | 286 | 286 | 286 | 286 | **286** | 280 | 280 | 280 | 280 | 280 | **280** | 278 |
| Part B3 | **292** | 287 | 287 | 287 | 287 | **287** | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part B4 | **292** | **291** | 286 | 286 | 286 | 286 | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part C | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 |
| Part D | 290 | 290 | **290** | **289** | **288** | 286 | **286** | 276 | 276 | 276 | 276 | 276 | 276 | 276 |
| Part E | **292** | 290 | **290** | **289** | 287 | **287** | 285 | **285** | 278 | 278 | 278 | 278 | 278 | 278 |
| Part F | **292** | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part G | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| **Chapter 4** | | | | | | | | | | | | | | |
| TOC | **292** | 290 | **290** | **289** | 287 | **287** | 281 | 281 | 281 | 281 | 281 | **281** | **280** | 278 |
| Part A | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | **283** | 271 | 271 | 271 | 271 |
| Part B | **292** | **291** | **290** | **289** | **288** | **287** | **286** | 283 | 283 | **283** | 280 | 280 | **280** | 278 |
| Part C | **292** | 288 | 288 | 288 | **288** | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | **279** |
| Part D | 290 | 290 | **290** | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 | 271 |
| Part E | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part F | **292** | 288 | 288 | 288 | **288** | 283 | 283 | 283 | 283 | **283** | 271 | 271 | 271 | 271 |
| Part G | 289 | 289 | 289 | **289** | 286 | 286 | **286** | 283 | 283 | **283** | 281 | **281** | 265 | 265 |
| Part H | 289 | 289 | 289 | **289** | 283 | 283 | 283 | 283 | 283 | **283** | 265 | 265 | 265 | 265 |

| JFTR | 292 04-11 | 291 03-11 | 290 02-11 | 289 01-11 | 288 12-10 | 287 11-10 | 286 10-10 | 285 09-10 | 284 08-10 | 283 07-10 | 282 06-10 | 281 05-10 | 280 04-10 | 279 03-10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Part I | 292 | 288 | 288 | 288 | 288 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 275 |
| Part J | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| **Chapter 5** | | | | | | | | | | | | | | |
| TOC | 284 | 284 | 284 | 284 | 284 | 284 | 284 | 284 | 284 | 282 | 282 | 278 | 278 | 278 |
| Part A | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 |
| Part B1 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part B2 | 291 | 291 | 290 | 288 | 288 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 |
| Part B3 | 291 | 291 | 288 | 288 | 288 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 |
| Part B4 | 290 | 290 | 290 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part B5 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Part B6 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 |
| Part B7 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 |
| Part B8 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part B9 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part C1 | 288 | 288 | 288 | 288 | 288 | 286 | 286 | 281 | 281 | 281 | 281 | 281 | 264 | 264 |
| Part C2 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part C3 | 291 | 291 | 288 | 288 | 288 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 | 279 |
| Part C4 | 289 | 289 | 289 | 289 | 283 | 283 | 283 | 283 | 283 | 283 | 264 | 264 | 264 | 264 |
| Part C5 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part C6 | 291 | 291 | 287 | 287 | 287 | 287 | 286 | 284 | 284 | 282 | 282 | 281 | 279 | 279 |
| Part C7 | 290 | 290 | 290 | 286 | 286 | 286 | 286 | 284 | 284 | 274 | 274 | 274 | 274 | 274 |
| Part D1 | 292 | 291 | 289 | 289 | 288 | 286 | 286 | 283 | 283 | 283 | 277 | 277 | 277 | 277 |
| Part D2 | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 283 | 283 | 283 | 277 | 277 | 277 | 277 |
| Part D3 | 290 | 290 | 290 | 286 | 286 | 286 | 286 | 285 | 284 | 283 | 275 | 275 | 275 | 275 |
| Part D4 | 290 | 290 | 290 | 288 | 288 | 283 | 283 | 283 | 283 | 283 | 264 | 264 | 264 | 264 |
| Part D5 | 292 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 |
| Part D6 | 289 | 289 | 289 | 289 | 283 | 283 | 283 | 283 | 283 | 283 | 268 | 268 | 268 | 268 |
| Part D7 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 268 | 268 | 268 | 268 |
| Part D8 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part D9 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 263 | 263 | 263 | 263 |
| Part D10 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 263 | 263 |
| Part D11 | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 281 | 281 | 281 | 281 | 281 | 268 | 268 |
| Part D12 | 289 | 289 | 289 | 289 | 283 | 283 | 283 | 283 | 283 | 283 | 270 | 270 | 270 | 270 |
| Part E1 | 291 | 291 | 288 | 288 | 288 | 283 | 283 | 283 | 283 | 283 | 279 | 279 | 279 | 279 |
| Part E2 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part F | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 265 | 265 | 265 | 265 |
| Part G1 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 280 | 277 |
| Part G2 | 291 | 291 | 286 | 286 | 286 | 286 | 286 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Part G3 | 291 | 291 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Part H | 288 | 288 | 288 | 288 | 288 | 286 | 286 | 284 | 284 | 282 | 282 | 280 | 280 | 279 |
| Part I | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 270 | 270 | 270 | 270 | 270 | 270 | 270 |
| Part J | 285 | 285 | 285 | 285 | 285 | 285 | 285 | 285 | 270 | 270 | 270 | 270 | 270 | 270 |
| Part R | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| **Chapter 6** | | | | | | | | | | | | | | |
| TOC | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 275 | 275 | 275 |
| Part A1 | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 282 | 282 | 282 | 282 | 264 | 264 | 264 |
| Part A2 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part A3 | 292 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 |
| Part A4 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part A5 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part A6 | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 267 | 267 | 267 | 267 | 267 | 267 | 267 |
| Part B1 | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 282 | 282 | 282 | 282 | 267 | 267 | 267 |
| Part B2 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |

| JFTR | 292 04-11 | 291 03-11 | 290 02-11 | 289 01-11 | 288 12-10 | 287 11-10 | 286 10-10 | 285 09-10 | 284 08-10 | 283 07-10 | 282 06-10 | 281 05-10 | 280 04-10 | 279 03-10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Part B3 | 292 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part B4 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part B5 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part B6 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| **Chapter 7** | | | | | | | | | | | | | | |
| TOC | 291 | 291 | 289 | 289 | 288 | 286 | 286 | 284 | 284 | 283 | 282 | 280 | 280 | 265 |
| Part A | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 267 | 267 | 267 | 267 |
| Part B | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 278 | 278 | 278 | 278 |
| Part C | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part D | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 265 | 265 | 265 |
| Part E | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 265 | 265 | 265 | 265 |
| Part F1 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 264 | 264 | 264 | 264 |
| Part F2 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 265 | 265 | 265 | 265 |
| Part F3 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 265 | 265 | 265 | 265 |
| Part G | 292 | 291 | 290 | 289 | 288 | 284 | 284 | 284 | 284 | 283 | 280 | 280 | 280 | 278 |
| Part H1 | 291 | 291 | 288 | 288 | 288 | 286 | 286 | 283 | 283 | 283 | 282 | 280 | 280 | 275 |
| Part H2 | 288 | 288 | 288 | 288 | 288 | 284 | 284 | 284 | 284 | 278 | 278 | 278 | 278 | 278 |
| Part I | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 275 | 275 | 275 | 275 | 275 | 275 | 275 |
| Part J | 289 | 289 | 289 | 289 | 285 | 285 | 285 | 285 | 284 | 283 | 278 | 278 | 278 | 278 |
| Part K | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 265 | 265 | 265 |
| Part L | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 265 | 265 | 265 | 265 |
| Part M | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part N | 288 | 288 | 288 | 288 | 288 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part O | 289 | 289 | 289 | 289 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part P | 290 | 290 | 290 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part Q | 287 | 287 | 287 | 287 | 287 | 287 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part R | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part S | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part T | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part U | 292 | 286 | 286 | 286 | 286 | 286 | 286 | 280 | 280 | 280 | 280 | 280 | 280 | 269 |
| Part V | 288 | 288 | 288 | 288 | 288 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part W | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part X | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 | 265 |
| Part Y | 292 | 291 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 278 |
| Part Z1 | 288 | 288 | 288 | 288 | 288 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part Z2 | 288 | 288 | 288 | 288 | 288 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| **Chapter 8** | | | | | | | | | | | | | | |
| TOC | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 265 |
| Ch 8 | 292 | 286 | 286 | 286 | 286 | 286 | 286 | 282 | 282 | 282 | 282 | 269 | 269 | 269 |
| **Chapter 9** | | | | | | | | | | | | | | |
| TOC | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 280 | 280 | 264 |
| Part A | 290 | 290 | 290 | 268 | 268 | 268 | 268 | 268 | 268 | 268 | 268 | 268 | 268 | 268 |
| Part B | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 269 |
| Part C1 | 286 | 286 | 286 | 286 | 286 | 286 | 286 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Part C2 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part C3 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part C4 | 290 | 290 | 290 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part C5 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 | 264 |
| Part C6 | 292 | 288 | 288 | 288 | 288 | 286 | 286 | 274 | 274 | 274 | 274 | 274 | 274 | 274 |
| Part C7 | 292 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 |
| Part D | 290 | 290 | 290 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 266 | 266 | 266 |
| **Chapter 10** | | | | | | | | | | | | | | |
| TOC | 290 | 290 | 290 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 263 |

| JFTR | 292 04-11 | 291 03-11 | 290 02-11 | 289 01-11 | 288 12-10 | 287 11-10 | 286 10-10 | 285 09-10 | 284 08-10 | 283 07-10 | 282 06-10 | 281 05-10 | 280 04-10 | 279 03-10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Part A | **292** | **291** | **290** | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | **280** | 275 |
| Part B | 284 | 284 | 284 | 284 | 284 | 284 | 284 | 284 | **284** | 274 | 274 | 274 | 274 | 274 |
| Part C | 290 | 290 | **290** | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 |
| Part D | 291 | **291** | 282 | 282 | 282 | 282 | 282 | 282 | 282 | 282 | **282** | 266 | 266 | 266 |
| Part E1 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part E2 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 |
| Part E3 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | **281** | 263 | 263 |
| Part E4 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part E5 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part E6 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | 281 | **281** | 263 | 263 |
| Part E7 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part E8 | 291 | **291** | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Part E9 | 284 | 284 | 284 | 284 | 284 | 284 | 284 | 284 | **284** | 269 | 269 | 269 | 269 | 269 |
| Part E10 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 |
| Part E11 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 |
| Part E12 | 291 | **291** | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part E13 | 288 | 288 | 288 | 288 | **288** | 280 | 280 | 280 | 280 | 280 | 280 | 280 | **280** | 269 |
| **Appendix A** | | | | | | | | | | | | | | |
| TOC | | | | | | | **286** | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| Part 1 | **292** | **291** | **290** | **289** | **288** | **287** | **286** | 283 | 283 | **283** | 281 | **281** | **280** | **279** |
| Part 2 | 288 | 288 | 288 | 288 | **288** | **287** | **286** | 284 | **284** | 282 | **282** | **281** | **280** | 278 |
| Part 3 | | | | | | | **286** | 281 | 281 | 281 | 281 | **281** | **280** | 278 |
| Part 4 | | | | | | | **286** | 283 | 283 | **283** | **282** | 278 | 278 | 278 |
| **Appendix E** | | | | | | | | | | | | | | |
| TOC | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 1 | **292** | 284 | 284 | 284 | 284 | 284 | 284 | 284 | **284** | 278 | 278 | 278 | 278 | 278 |
| Part 2 | **292** | 290 | **290** | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | 280 | **280** | 278 |
| Part 3 | 287 | 287 | 287 | 287 | 287 | **287** | 280 | 280 | 280 | 280 | 280 | 280 | **280** | 263 |
| **Appendix F** | | | | | | | | | | | | | | |
| TOC | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 1 | 289 | 289 | 289 | **289** | **288** | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 2 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 |
| **Appendix G** | | | | | | | | | | | | | | |
| APP G | **292** | **291** | **290** | **289** | 287 | **287** | **286** | 283 | 283 | **283** | 281 | **281** | **280** | 278 |
| **Appendix H** | | | | | | | | | | | | | | |
| TOC | 290 | 290 | **290** | **289** | 286 | 286 | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part 1 | 286 | 286 | 286 | 286 | 286 | 286 | **286** | 274 | 274 | 274 | 274 | 274 | 274 | 274 |
| Part 2A | 286 | 286 | 286 | 286 | 286 | 286 | **286** | 274 | 274 | 274 | 274 | 274 | 274 | 274 |
| Part 2B | 286 | 286 | 286 | 286 | 286 | 286 | **286** | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 2C | **292** | 288 | 288 | 288 | **288** | 286 | **286** | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 3A | 289 | 289 | 289 | **289** | 286 | 286 | **286** | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 3B | **292** | 288 | 288 | 288 | **288** | 286 | **286** | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 4A | 286 | 286 | 286 | 286 | 286 | 286 | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part 4B | 286 | 286 | 286 | 286 | 286 | 286 | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| Part 5A | 289 | 289 | 289 | **289** | | | | | | | | | | |
| Part 5B | 289 | 289 | 289 | **289** | | | | | | | | | | |
| **Appendix J** | | | | | | | | | | | | | | |
| TOC | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 1 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 |
| Part 2 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 |
| Part 3 | **292** | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 |
| **Appendix K** | | | | | | | | | | | | | | |
| TOC | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |

| JFTR | **292 04-11** | **291 03-11** | **290 02-11** | **289 01-11** | **288 12-10** | **287 11-10** | **286** 10-10 | **285** 09-10 | **284** 08-10 | **283** 07-10 | **282** 06-10 | **281** 05-10 | **280** 04-10 | **279** 03-10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Part 1 | **292** | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 |
| Part 2 | **292** | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 | 269 |
| Part 3 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| Part 4 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 | 266 |
| **Appendix M** | | | | | | | | | | | | | | |
| APP M | **292** | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 | 277 |
| **Appendix N** | | | | | | | | | | | | | | |
| TOC | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 |
| Part 1 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 | 275 |
| Part 2 | 289 | 289 | 289 | **289** | 287 | **287** | 285 | **285** | **284** | 267 | 267 | 267 | 267 | 267 |
| **Appendix O** | | | | | | | | | | | | | | |
| TOC | 290 | 290 | **290** | 274 | 274 | 274 | 274 | 274 | 274 | 274 | 274 | 274 | 274 | 274 |
| APP O | **292** | **291** | **290** | 288 | **288** | **287** | **286** | **285** | 282 | 282 | **282** | 280 | **280** | **279** |
| **Appendix P** | | | | | | | | | | | | | | |
| TOC | 290 | 290 | **290** | 287 | 287 | **287** | **286** | 267 | 267 | 267 | 267 | 267 | 267 | 267 |
| Part 1 | 287 | 287 | 287 | 287 | 287 | **287** | 280 | 280 | 280 | 280 | 280 | 280 | **280** | 267 |
| Part 2 | **292** | 289 | 289 | **289** | 287 | **287** | **286** | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| **Appendix Q** | | | | | | | | | | | | | | |
| TOC | 290 | 290 | **290** | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part 1 | 286 | 286 | 286 | 286 | 286 | 286 | **286** | **285** | 273 | 273 | 273 | 273 | 273 | 273 |
| Part 2 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| Part 3 | 286 | 286 | 286 | 286 | 286 | 286 | **286** | **285** | 275 | 275 | 275 | 275 | 275 | 275 |
| Part 4 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 | 263 |
| **Appendix R** | | | | | | | | | | | | | | |
| TOC | 287 | 287 | 287 | 287 | 287 | **287** | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 |
| Part 1 | 287 | 287 | 287 | 287 | 287 | **287** | 276 | 276 | 276 | 276 | 276 | 276 | 276 | 276 |
| Part 2 | **292** | 290 | **290** | 288 | **288** | **287** | 278 | 278 | 278 | 278 | 278 | 278 | 278 | 278 |
| **Appendix S** | | | | | | | | | | | | | | |
| APP S | **292** | 289 | 289 | **289** | **288** | 285 | 285 | **285** | **284** | **283** | **282** | 274 | 274 | 274 |
| **Appendix T** | | | | | | | | | | | | | | |
| TOC | 284 | 284 | 284 | 284 | 284 | 284 | 284 | 284 | **284** | 267 | 267 | 267 | 267 | 267 |
| APP T | 290 | 290 | **290** | 286 | 286 | 286 | **286** | 274 | 274 | 274 | 274 | 274 | 274 | 274 |
| **Appendix U** | | | | | | | | | | | | | | |
| APP U | 289 | 289 | 289 | **289** | **288** | 285 | 285 | **285** | 283 | **283** | 272 | 272 | 272 | 272 |
| **Appendix V** | | | | | | | | | | | | | | |
| APP V | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 | 267 |

**PAGE LEFT BLANK INTENTIONALLY**

# INTRODUCTION TO

# JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)

# FOR UNIFORMED SERVICE MEMBERS

## FOREWORD

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

## PURPOSE AND AUTHORITY

JFTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

***When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoD Directive 5154.29***.

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

JFTR is issued under the following authorities:

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapter 7) and Title 10;

2. DoD Directives, such as DoDD 1315.07, and 5154.29, and DoD Instructions such as DoDI 1315.18, and 1327.06; and

3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

## TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS

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

**VOUCHER SETTLEMENT APPEAL**

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

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

1. Army/Air Force/Marine Corps: DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700

2. Navy: DFAS-PTCA/CO, PO Box 182317, Columbus, Ohio 43218-2317

3. Coast Guard: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801

4. NOAA Corps: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333

5. U.S. Public Health Service: Submit to the proper Operating Division IAW guidance provided by Service agreement.

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

**APPEAL PROCESS**

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

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

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

For DOHA information/decisions visit their website at: ***http://www.defenselink.mil/dodgc/doha/***.
For GSBCA decisions visit their website at: ***http://www.gsbca.gsa.gov/***.
For CBCA decisions visit their website at: ***http://www.cbca.gsa.gov***.

## PARAGRAPH NUMBERING SYSTEM

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

Paragraph: U5310-B2a(1)(a)

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

JFTR references and citations should be in the following format:

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

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

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

The most specific reference should be used.

## CHANGES

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

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

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

*Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS per diem rates.

## FEEDBACK REPORTING

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

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

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;

*2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130C), 2000 Navy Pentagon, Washington, DC 20350-2000;

3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103;

4. Air Force - Through appropriate command channels to: HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745;

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;

6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061; or

8. Office of the SECDEF and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

**HOW TO GET THE JFTR**

*JFTR material may be downloaded and printed from the following website: ***http://www.defensetravel.dod.mil/site/perdiem.cfm*.**

**HOW TO OBTAIN LOCALITY PER DIEM RATES**

*For current per diem rates, please see the Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiem.cfm***.

# 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 for definitions and A2 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 JFTR. 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. 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 Regulations 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 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 JFTR 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 supplemental written material paragraphs reference the JFTR. DoDD 5154.29 (***http://www.dtic.mil/whs/directives/corres/pdf/515429p.pdf***) 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: pdtatac@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. Each Service or Services jointly, should issue implementing administrative and/or procedural written material for certain allowances. The listing below cites allowances that do or should have Service implementing written material. There may be additional implementing written material 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. 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. PDT: 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-D);

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 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. 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 JFTR 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 written material 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 JFTR. 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 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 written material. DDESS funds and issues necessary orders.***

## 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.

## U1037 TDY CANCELED OR CHANGED

A traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler financially liable for any resulting losses.

## 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 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. An ADT tour 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-F2b(2)).

***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 is central in helping to execute those responsibilities. The AO also must:

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost

estimate.

2. Get information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA), if the traveler does not have 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 written material.

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 updates the trip record as soon as possible after personally making arrangements.

2. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the 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 (if one is authorized) rental car fees as determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned reimbursable expenses. A traveler may ask the CTO to estimate the amount for using commercial transportation.

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

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

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

provide this service.

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

2. During the Trip

a. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO'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 produce each lodging receipt and each receipt for any individual official travel expense of $75 or more. ***A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.***

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

1. 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 (***not near***) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.

2. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (***not near***) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).

3. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.

4. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:

a. When adequate GOV'T QTRS on that U.S. INSTALLATION use is directed, and

b. Those QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and

c. 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)).

5. 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 or elsewhere). The non-availability documentation indicated in par. U1045-C is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.

***NOTE 1: The Secretary Concerned may direct the use of GOV'T contract lodging, at or near the U.S. INSTALLATION or RESERVATION, specifically contracted for a member assigned to a CONTINGENCY OPERATION for more than 180 days at one location. Arrangements for GOV'T contract lodging should consider arrangements for transportation between the lodging and work site. Directed use of GOV'T contract lodging off the U.S. INSTALLATION does not permit directed GMR.***

***NOTE 2: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T QTRS are available only if use is directed in the order.***

***NOTE 3: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION or RESERVATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION or RESERVATION. (Ex: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and certifies non-availability or 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. Order or Voucher

1. Documentation. An/A 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 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

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

## 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)) 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 exception 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).

# CHAPTER 2

# ADMINISTRATION AND GENERAL PROCEDURES


**Paragraph** **Title/Contents**

## PART A: TRAVEL POLICY

**U2000** **GENERAL**
A. Travel and Transportation Policy
B. Service Responsibility

**U2010** **OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**
A. General
B. Receipts
C. Member's Financial Responsibility
D Lodging Programs

**U2015** **GOV'T TRAVEL CHARGE CARD (GTCC) USE**
A. General Policy
B. DoD Policy
C. Non-DoD Policy
D Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statement

**U2020** **OFFICIAL DISTANCE DETERMINATION**
A. POC (Except Airplane)
B. Privately Owned Airplane
C. Official Distances Use
D. Personally Procured Moves

**U2025** **STANDARD CONUS PER DIEM RATE**
A. General
B. Standard CONUS Per Diem Rate

## PART B: ORDERS

**U2100** **GENERAL**

**U2105** **RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL**

**U2115** **TRAVEL AND REIMBURSEMENT ORDER**
A. Written Order
B. Oral Order
C. Order Not Originated by Competent Authority

**U2135** **ITINERARY VARIATION**

**U2140** **EFFECTIVE AND EXPIRATION DATE OF CERTAIN ORDER TYPES**
A. Amended, Modified, Canceled or Revoked Order
B. Blanket/Repeat TDY Order
C. Time Limitation for a PCS Order

**U2145** **TIME LIMITATIONS FOR TDY PERIODS (GENERAL)**
A. 180-Day Time Limitation
B. TDY Periods in Excess of 180 Consecutive Days

**Paragraph** **Title/Contents**

**U2146** **TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)**
A. TDY for Training Less Than 140 Days (20 Weeks)
B. TDY vs. PCS Status for Training Courses of 20 or More Weeks
C. TDY vs. PCS Status for Training Courses of more than 180 Days

## PART C: TRAVEL STATUS

**U2200** **TRAVEL STATUS**
A. Importance of Travel Status
B. Conditions under Which Travel Status Exist
C. Travel Status Beginning and Ending
D. TDY Departure/Return from/to Dependents' Residence

## PART D: ADVANCE OF FUNDS

**U2300** **ADVANCE PAYMENTS**
A. General
B. Advance Payment Information

## PART E: RESERVED

## PART F: TRAVEL CLAIMS AND RECEIPTS

**U2500** **TRAVEL VOUCHER SUBMISSION**

**U2505** **FRAUDULENT CLAIM**

**U2510** **RECEIPT REQUIREMENT**
A. General
B. Lost Receipt
C. Review and Administrative Approval

**U2515** **LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT**
A. Lost/Stolen/Unused Tickets
B. Lost/Stolen/Unused GTR

## PART G: RESERVED (SEE APP R)

## PART H: MILEAGE & MALT RATES

**U2600** **TDY & LOCAL TRAVEL**
A. TDY Mileage
B. Helicopter and Privately-Owned Boat
C. POC Use Instead of GOV

**U2605** **PCS TRAVEL**
A. General
B. MALT Rate

**U2610** **CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**
A. Kilometer Conversion
B. Nautical Mile Conversion

**U2615** **SELF-PROPELLED MOBILE HOME**

# PART A: TRAVEL POLICY

## U2000 GENERAL

A. Travel and Transportation Policy. The following applies to every uniformed member and/or their dependents:

1. They must use the least expensive unrestricted economy transportation accommodations (APP A) unless otherwise provided for in par. U3125-B, U3130, or U3135.

2. Other than Economy-/Coach-class (First and Business) Travel/Accommodations. (APP A1): See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for GOV'T-funded other than economy-/coach-class transportation to be provided. See APP H2, Sec C, for a first-class and H3, Sec B for a business-class decision support tool.

***NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Other than Economy-/Coach-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the least expensive unrestricted economy/coach-class airfare is $765. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of other than economy-/coach class accommodations. Full documentation of the authorization/approval for use of these other than economy-/coach-class accommodations is on file in the office of the other than economy/coach class AO."***

a. Requests for other than economy-/coach-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If other than economy/coach class travel is not approved after-the-fact, the member is responsible for the cost difference between the other than economy/coach class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing other than economy/coach class accommodations due to extenuating circumstances or emergency situations must clearly explain the situation circumstances (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the upgrade rationale) and include the difference in cost between the other than economy/coach class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for other than economy/coach class). Appropriate GOV'T transportation documents must be annotated with the same information.

b. Only a person senior to the member may authorize/approve other than economy/coach class accommodations for the member/dependents (DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). Par. U3125-B2.

c. Other than economy-/coach-class accommodations may be authorized/approved by the other than economy-/coach-class AO due to medical reasons only if a competent medical authority certifies sufficient justification of medical disability/special need exists and that the medical condition/special need necessitates (for a specific time period or on a permanent basis) the other than economy/coach class accommodations upgrade. The other than economy-/coach-class AO must be able to determine that, at the time of travel, other than economy-/coach-class accommodations are/were necessary because the member or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/ dependent's requirements.

***NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for other than economy-/coach-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized other than economy-/coach-class accommodations use and requires the attendant's services en route.***

***Authorization for one member of a family to use other than economy-/coach-class accommodations due to a disability does not authorize the entire family to use other than economy-/coach-class accommodations during official travel. Other than economy/coach class authorization is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.***

d. Use of other than economy/coach class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c.

3. Travel other than by a usually traveled route must be justified.

4. A member or dependent may not be provided contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.

5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.

6. Personnel written material dictates if/how leave is to be charged for workday time not justified as official travel.

7. A member may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. A member may not be reimbursed for travel at personal expense (par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the GOV'T's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the GOV'T's needs are authorized.

**U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**

A. General. A member must exercise the same care and regard for incurring expenses to be paid by the GOV'T as would a prudent person traveling at personal expense.

B. Receipts. A traveler must maintain records to validate individual expenses of $75 or more and for all lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4105-I4). All receipts should be maintained as required by finance regulations.

C. Member's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

D. Lodging Programs

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.

2. Use of lodging facilities in these programs often results in cost savings to the GOV'T.

3. The FedRooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.

4. Not all programs are available to all travelers.

***NOTE 1: The Army Lodging Success Program, Navy Elite Lodging Program, GSA's Fed Rooms Lodging Program, including GOV'T contracted quarters not located on an Installation to which the member is assigned are not GOV'T QTRS. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).***

***NOTE 2: The Secretary Concerned may direct the use of GOV'T contract lodging, at or near the U.S. INSTALLATION or RESERVATION, specifically contracted for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 days at one location. Arrangements for GOV'T contract lodging should consider arrangements for transportation between the lodging and work site. Directed use of GOV'T contract lodging off the U.S. INSTALLATION does not permit directed GMR.***

**U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE**

A. General Policy. "It is the general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

B. DoD Policy. ***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/.***

C. Non-DoD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statement. A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA or an IBA. ***This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.***

***NOTE: DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.***

**U2020 OFFICIAL DISTANCE DETERMINATION**

A. POC (Except Airplane). The DTOD:

1. Is the only official source for worldwide PCS and TDY distance information.

2. Replaces all other sources used for computing distance (except for airplanes as in par. U2020-B below).

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

***NOTE: All DoD facilities (CONUS and OCONUS) are supposed to be listed in the DTOD. If a facility cannot be located, SDDC should be informed of the missing location. A missing facility can be added to the***

***DTOD system. All feedback should be directed through the DTOD website at http://dtod.sddc.army.mil.***

4. Provides distances which must be rounded to the nearest mile for each leg of a journey.

5. Does ***not*** apply to the following travel distances that are determined by odometer readings:

a. In and around the PDS/TDY sites,

b. Between home/office and transportation terminal,

c. For short distance moves, within the same city, or

d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7150-B.

6. Website is found at ***http://dtod.sddc.army.mil***.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two locations in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

**U2025 STANDARD CONUS PER DIEM RATE**

*A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates.

B. *Effective 1 October 2010*, the Standard CONUS per diem rate is:

| LODGING | M&IE | TOTAL |
|---|---|---|
| **$77** | **$46** | **$123** |

# SECTION 1: GENERAL

## U3100 GENERAL

A. Transportation Policy

1. General. ***It is GOV'T policy that the least expensive unrestricted economy/coach-class (see APP A) accommodations should be used for all passenger transportation modes*** (pars. U3125, U3130, and U3135 for exceptions).

2. Prudence. Each member must, and each dependent should, exercise the same care in incurring expenses paid by GOV'T funds as a prudent person would when traveling on personal business at personal expense.

3. GSA City-Pair Program/Airfares. (APP P) ***Contract city-pair program regulations are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtr.cfm)***.

4. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for that portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.

5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility. To avoid confusion, misrouting and misuse of city-pair airfares or other airfares limited to official GOV'T business and/or GOV'T funds, travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

Example 1: A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a handicapped traveler whose PDS is Denver. The only TDY location is Dallas, but the order must show the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at GOV'T expense, and city-pair airfares are authorized.

Example 2: A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel via Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city-pair airfares nor other airfares restricted to official GOV'T business may be used to or from Miami since Miami is not an official location.

6. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.

7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). Par. U2000-A2c contains medical reasons/justification for other than economy/coach class accommodations. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. Foreign Flag Reimbursement. ***Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.***

9. Dependent Seating. Each dependent is authorized a seat.

10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) airlines do not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

11. Multiple Airports. Ordinarily a traveler can use the airport that best suits the traveler's needs in an area/ location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/ Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. ***If the command/ installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

12. Servicing Airport. A traveler may not be required to use a nearby airport that is not a servicing airport of either the origin or destination even though the more distant airport provides a less costly airfare unless the command/installation/office has a written policy after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. For example the servicing airport for 29 Palms, CA, is Palm Springs, CA, and Los Angeles, CA, may not be directed without written guidance; the servicing airport for Camp LeJeune, NC, is Jacksonville, NC, and Raleigh, NC, may not be directed without written guidance; even though the more distant airports may provide less costly airfares.

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. The member is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair airfare, if available (not the capacity-controlled city-pair, if both airfares are available).

***NOTE: Par. U4105-F for TDY travel/transportation allowances when a TDY order is received while a member is on official leave.***

**U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT**

DTR 4500.9-R, Part I for Passenger Movement. For policy and FAQs regarding the City-Pair Program, APP P.

**U3110 PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT**

***NOTE 1: It is MANDATORY policy that all travelers use an available CTO for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO is authorized or encouraged. The payment options are provided for situations when the CTO cannot be used. Par. U1055 applies to those who violate policy.***

***NOTE 2: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member is reimbursable under APP G. When a CTO is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO is reimbursable under APP G.***

A. General. Except for PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the member is authorized transportation cost reimbursement in pars. U3110-B through U3110-F. Reimbursement may not exceed the accommodations cost in pars. U3125, U3130 and U3135 (Ch 3, Part D, when the transportation is partly by POC). If a member uses GOV'T-procured transportation for part of a journey (par. U3010), the limits in pars. U3110-B and C must be reduced by its cost. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7450-A, U7451, U7500, and U7551, items 3 and 4.***

B. GOV'T/GOV'T-contracted Transportation/In-house or CTO Is Available. When GOV'T/GOV'T-contracted transportation/in-house or CTO (APP A) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under an order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points. For air transportation, constructed 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 (with the par. U3125-B1h exception). For example, there is often no city-pair airfare connecting origin and destination and several policy airfares (APP A) (between several origins/ destinations) must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare. YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

C. GOV'T/GOV'T-contracted Transportation/In-house or CTO Is Not Available. When GOV'T/GOV'T-contracted transportation/in-house or CTO (APP A) service is not available and the traveler procures common carrier transportation at personal expense, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed commercial transportation cost between authorized points. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

D. Transoceanic Travel - GOV'T/GOV'T-procured Transportation Is Available. When travel by GOV'T/GOV'T-procured transportation is authorized ***(except member PCS transoceanic travel - par. U5108-A)*** and transoceanic travel is performed by common carrier at personal expense, the traveler is authorized reimbursement for the transportation NTE the amount that would have been paid for the available GOV'T/ GOV'T-procured transportation. If both GOV'T and GOV'T-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When GOV'T/GOV'T-procured transportation is not available, the traveler is authorized reimbursement for the transportation (par. U3120 –A) cost NTE the policy-constructed airfare (APP A) available over the direct route between the origin and destination. If air travel is medically inadvisable, par. U3130.

E. Transoceanic Ferry Fares. When a traveler on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the GOV'T, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

**U3120 ARRANGING OFFICIAL TRAVEL**

A. CTO Use

1. Mandatory Policy

*a. ***It is DoD mandatory policy that a DoD Uniformed Service member use an available CTO to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at GOV'T expense without prior proper authority*** (pars. U3125, U3130, and U3135 for exceptions)**.**

b. ***A command must not permit a CTO 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 airfare as the basis for policy-constructed airfare – that remains the YCA airfare.***

2. Service Regulations. Service regulations for CTO use information.

3. Failure to Follow Regulations

a. A command/unit is expected to take appropriate disciplinary action when a member and/or an AO fails to follow the regulations concerning CTO use (par. U1055).

b. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a member and/or AO acquires/allows a YCA airfare to be acquired 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), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. Par. U3120-A4 for the exception when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. ***Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (par. U3125-C5) and directed transoceanic transportation (par. U3110-A NOTE, and par. U5108-A).***

B. Requirements

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

a. A CTO (APP A), or

b. In-house travel offices, or

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf*****;**

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at ***http://www.dtic.mil/whs/directives/corres/html/450042.htm***; and

c. Service regulations that supplement the DoDD and the DoDI.

C. Non-U.S.-certificated Ship or Aircraft Transportation. Transportation on a non-U.S.-certificated ship or aircraft must ***not*** be authorized/approved unless the par. U3125-C or U3130-F conditions are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO 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.

2. CTO ***Not*** Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (APP A) airfare that meets mission requirements.

***NOTE 1: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again. When a CTO is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO is reimbursable under APP G.***

***NOTE 2: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member is reimbursable under APP G. When an available CTO 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 may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.***

***NOTE 3: DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: http://comptroller.defense.gov/fmr/09/09_03.pdf) indicates the purposes for which a GTCC may be used by a DoD traveler. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written order is issued. The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO.***

## U3122 UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. A member who returns unused GOV'T-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.

B. Cost to the GOV'T Involved. When cost to the GOV'T is involved, the cost for any sleeping or parlor car accommodations furnished and used, and/or the cost of shipping baggage on tickets without the passenger must be deducted from the amount otherwise payable to the member in par. U3122-A for the travel involved.

**PAGE LEFT BLANK INTENTIONALLY**

# SECTION 2: COMMERCIAL AIR TRANSPORTATION

## U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Official transportation arrangement through an available CTO is mandatory.*** Par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T or GOV'T-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. GOV'T policy is that:

a. Each member and/or dependent must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, any R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, par. U2000-A2a) and substantiated to justify other than economy/coach class transportation.

b. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach-class accommodations.

c. The AO may authorize/approve the following:

(1) "Economy Plus/Coach Elite/Etc. Seating". The AO must be able to determine that, at the time of travel, the additional cost of 'Economy-plus/etc.' accommodations are/were in the GOV'T's interest and/or necessary because the member and/or dependent is/was limited by a special need that other lesser-cost economy/ coach accommodations cannot/could not be used to meet. ***APP A for SPECIAL NEEDS***.

(a) This style of seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

(b) 'Economy-plus/Coach Elite /etc., seating' accommodations include any seating in economy/ coach-class provided to the general public for an additional fee. ***'Economy-plus/Coach Elite/etc., seating' service may vary from airline to airline and use various names but is in the economy/ coach cabin and should not be confused with other than economy/coach class travel.*** In addition to any designated 'Economy-plus, etc.' seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline and the expenditure of additional GOV'T funds to specifically get a seat assignment in one of these seats must be authorized/approved as being in the GOV'T's interest.

(2) Advance Seat Assignment: Any advance seat assignment (not the seat 'type', but merely getting ANY reserved seat) in an airliner cabin in which the traveler is authorized/approved to travel at GOV'T expense when the airline charges an additional fee for an advance seat assignment to the general public. Having that seat assignment is to the GOV'T's advantage for official travel or when a member and/or dependent is regarded as having a special need (***APP A1, SPECIAL NEEDS)***.

d. A member/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for 'Economy-plus/ Signature-seating/advance-seat-assignment' costs on legs of travel to/from personal (as opposed to official) destinations (par. U2010).

e. First-class accommodations may be used at GOV'T expense only as permitted in par. U3125-B3.

f. Business-class accommodations may be used at GOV'T expense only as permitted in par. U3125-B4.

g. Par. U2000-A2a regarding authorizing other than economy/coach class transportation before or after travel.

h. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for other than economy/coach class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

i. Less than minimum standards may be authorized as permitted in par. U3100.

***NOTE 1*: A command must not permit a CTO to issue travelers other than economy/coach class tickets without prior proper authorization.**

***NOTE 2*: Specific justification and the paragraph reference number detailed to the "specific" reason for travel must be placed on an order (par. U2000-A2a) for other than economy/coach class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (APP A, BLANKET ORDER for an exception concerning a Blanket Order that requires individual amendments for each trip requiring other than economy/coach class transportation to be provided.)**

2. Officials Who May Authorize/Approve Other than Economy/Coach Class Air Accommodations Use

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a member and dependents if any criteria in par. U3125-B3 are met. (DoDD 4500.09E, par. E3, Encl 3, 11 September 2007 (***http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf***) for a DoD member).

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

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

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

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

(6) The Coast Guard Commandant or Vice-Commandant (for a Coast Guard member).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain authorization/approval for their own business-class travel from the next higher approval authority (par. U2000-A2b).

c. Other than Economy/Coach Class Authorization/Approval Authorities

| | **First Class** (DoDD 4500.09E) | **Business Class** |
|---|---|---|
| OSD and Defense Agencies | Director, Administration and Management with no further delegation | Same, except may be delegated no lower than to three-star or civilian equivalent level. |
| Joint Staff and Combatant Commands | Director Joint Staff or as delegated | Same, except may be delegated to two star or civilian equivalent level. |
| Military Departments | Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further. | Same, except may be delegated to two star or civilian equivalent level. |

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (APP H2, Sec C, for a first-class decision support tool.)

***NOTE 1:** When a first-class airfare costs less than the least expensive unrestricted economy-/coach-class airfare, no authorization/approval is required. Comparison of the first-class airfare to an economy-/coach-class airfare more expensive than the least expensive unrestricted economy-/coach-class airfare is not authorized. Upgrades to first-class at no cost to the GOV'T also do not require authorization/approval.*

***NOTE 2:** Other than economy-/coach-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.*

a. Lower class accommodations are not reasonably available. "Reasonably available" means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours before the member's proposed arrival time. "Reasonably available" does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When par. U3125-B3a is used to justify other than economy/coach class accommodations, the AO must cause the order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/ reporting time in these cases is not mission critical.

b. Medical Reasons. First-class may be considered for use when and if business-class transportation is not available (par. U2000-A2c).

c. Exceptional security circumstances require such travel. Examples are:

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

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees,

special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials (***not applicable to NOAA***). For DoD, the approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director. Business-class should be used if available.

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

f. Non-Federal Source. When a non-Federal source makes full payment for the transportation services in advance of travel (refer to the Joint Ethics Regulation (JER), DoD 5500.7-R, at DoD 5500.7-R, "Joint Ethics Regulation (JER)", 08/1993, or ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***, or Service regulations for the non-DoD Services.) One of the preceding criteria also must be met (par. U3125-B3a through e). The order must state that transportation services have been paid in advance by a non-federal source.

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

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. Par. U2000-A2. APP H3, Sec C, for business-class decision support tool. Business-class accommodations may be authorized/ approved when:

a. Space is not available in economy/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When "space is not available in economy-/coach-class" is used to justify other than economy-/coach-class accommodations, the business-class authorizing/approving official must require that the order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. ***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.*** When TDY travel in business-class accommodations is authorized/ approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. Economy-/coach-class accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in other than economy-/coach-class accommodations is not required must require economy-/coach-class accommodations use for the return flight. Par. U2000-A2d.

b. Par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

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

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages.

d. When required by the mission, this criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign government's traveling to the U.S. to consult with U.S. Federal GOV'T officials (***not applicable to***

***NOAA***). The approval authority is the Director, Administration and Management, Office of the SECDEF, or as delegated by the Director.

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

f. When a non-Federal source makes full payment for the transportation services in advance of travel (refer to the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.dtic.mil/whs/directives/corres/html/55007r.htm, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html,*** or Service regulations for the non-DoD Services.) The order must state that transportation services have been paid in advance by a non-federal source.

g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated carrier service use is authorized/approved IAW the Fly America Act. Par. U3125-C for rules governing U.S.-certificated carrier use.

h. Business-class accommodations use would result in an overall savings to the GOV'T based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the order.

*i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, ***and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work***. ***NOTE 3*** ***below.***

****NOTE 1: When a business-class airfare costs less than the least expensive unrestricted economy-/coach-class airfare, no authorization/approval is required. Comparison of the business-class airfare to an economy-/coach-class airfare more expensive than the least expensive unrestricted economy-/coach-class airfare is not authorized. Upgrades to business-class at no cost to the GOV'T also do not require authorization/approval.***

****NOTE 2: Other than economy-/coach-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

****NOTE 3: The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize other than economy/coach accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between economy-/coach-class and business-class accommodations.***

****NOTE 4: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.***

****NOTE 5:***

***(1) The member or dependent is not eligible for business-class accommodations at GOV'T expense, if:***

***(a) A 'stopover' en route, regardless of who pays the expenses during the 'stopover', is an overnight stay,***

***(b) A rest stop en route is authorized, or***

***(c) An overnight rest period occurs at the TDY location before beginning work.***

***(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.***

***(3) On TDY travel, the 14-hour rule (par. U3125-B4i) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.***

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

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

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

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

a. Order. Par. U2000-A2a.

b. Travel Certification. The member must certify, on the order, or by order attachment, the reason(s) for the use of other than economy/coach class airline accommodations. ***Circumstances justifying use of other than economy/coach class transportation accommodations are limited to those listed in pars. U3125-B3 and B4*).** Specific authorization/approval, including which specific condition(s) was met, and the cost difference between the other than economy/coach and economy/coach-class, must be attached to, or stated on, the order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only other than economy/coach class accommodations, the member must certify these circumstances on an order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is personally financially responsible for all additional costs resulting from other than economy/coach class airline accommodations use. Additional costs are the difference between the other than economy/coach class cost of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S.-certificated Air Carrier Use

***NOTE 1: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employee, or their dependents. A Uniformed Service member, DoD civilian employee, and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. U3125.***

***NOTE 2: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (GSBCA 16632-RELO, 15 July 2005)).***

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of

persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S.-certificated air carrier service is available if the:

a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

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

(2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,

(3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or

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

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

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

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the GOV'T and the another country's government are parties, and which the Department of Transportation has determined meets the Fly America Act requirements.

b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S-certificated air carrier service may be used, but only to or from the ***nearest*** interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.

c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Non-U.S.-certificated air carrier service would be three hours or less, and U.S.-certificated air carrier use would at least double en route travel time.

e. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a another country's GOV'T (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: Security Assistance Management Manual, DoD 5105.38-M, Chapter 4, par. C4.5.12, when travel is on Security Assistance Business.***

f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S.-certificated air carrier must be used on every route portion in which it provides

service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

(1) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or

(2) Extend travel time by at least 6 hours or more; or

(3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

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

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

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the DoS. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against GOV'T employees or other travelers must be supported by threat(s) evidence that forms the determination basis and authorization/approval.***

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

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

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

n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), DoD 5500.7-R, ***(http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)*** or service regulations for non-DoD Services.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial air transportation on a non-U.S.-certificated air carrier may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S. flag ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

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

(1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;

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

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

b. Selecting a Schedule. The following example applies par. U3125-C4a when selecting a schedule.

**EXAMPLE**

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

**Schedule I**

Monday/Tuesday/Thursday/Saturday/Sunday

| | City | Time | Air Carrier |
|---|---|---|---|
| Leave: | Ankara | 0830 | Non-U.S. |
| Arrive: | Frankfurt | 1210 | |
| Leave: | Frankfurt | 1325 | Non-U.S. |
| Arrive: | Stuttgart | 1410 | |

**Schedule II**

Wednesday/Friday/Saturday

| | City | Time | Air Carrier |
|---|---|---|---|
| Leave: | Ankara | 0800 | U.S. |
| Arrive: | Rome | 1100 | |
| Leave: | Rome | 1650 | Non-U.S. |
| Arrive: | Stuttgart | 1940 | |

**Schedule III**

Wednesday/Friday/Saturday

| | City | Time | Air Carrier |
|---|---|---|---|
| Leave: | Ankara | 0800 | U.S. |
| Arrive: | Istanbul | 0855 | |
| Leave: | Istanbul | 1430 | U.S. |
| Arrive: | Frankfurt | 1620 | |
| Leave: | Frankfurt | 1650/2120 | Non-U.S. |
| Arrive: | Stuttgart | 1730/2200 | |

**Schedule IV**

Daily (except Saturday)

| | City | Time | Air Carrier |
|---|---|---|---|
| Leave: | Ankara | 1130 | Non-U.S. |
| Arrive: | Istanbul | 1220 | |
| Leave: | Istanbul | 1430 | U.S. |
| Arrive: | Frankfurt | 1620 | |
| Leave: | Frankfurt | 1650/2120 | Non-U.S. |
| Arrive: | Stuttgart | 1730/2200 | |

Using par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. 55 Comp. Gen. 1230 (1976).

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

# SECTION 3: COMMERCIAL SHIP TRANSPORTATION

## U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.

2. Performed more economically or efficiently by ship.

***NOTE: See. par. U2000-A2c for medical reasons.***

C. Ship Accommodations. A member and/or dependents authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly room accommodations at GOV'T expense must be authorized/ approved IAW par. U3130-D for reimbursement to be paid for the more expensive accommodations. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

D. Authorization/Approval for More Costly Ship Accommodations Use at GOV'T Expense. ***NOTE: See par. U2000-A2b.***

1. Authorization/Approval. Use of more costly accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved IAW par. U3125-B2.

2. Requirements. Authorization for more costly ship accommodations use at GOV'T expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

E. More Costly Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See APP H, Part II, Section C for requirements/procedures.) More costly accommodations at GOV'T expense may be authorized/ approved only when:

1. Less costly accommodations are not available.

2. Medical reasons require the more costly accommodations. See par. U2000-A2c.

3. There are exceptional security requirements. Examples are:

a. A member or dependent whose use of less costly accommodations would entail danger to the member's or dependent's life or GOV'T property.

b. Protective detail agent accompanying an individual authorized to use more costly accommodations.

c. A courier and/or control officer accompanying a controlled pouch or package and adequate lower cost accommodations are not available.

****NOTE 1: When ordinarily more costly accommodations cost less than the accommodations that otherwise would be provided, no authorization/approval is required. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized. Upgrades at no cost to the***

***GOV'T also do not require authorization/approval.***

****NOTE 2*: Other than economy-/coach-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

F. Use of Ships of U.S. Registry

1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 (46 USC §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship (B-190575, 1 May 1978).

2. Ship of U.S. Registry Use Impracticable. When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on a ship of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

# SECTION 4: TRAIN TRANSPORTATION

## U3135 TRAIN TRANSPORTATION

A. Policy. A traveler who travels by train must use coach class accommodations, except when other than economy/coach class service is authorized IAW this Section and APP H. When adequate reserved coach class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations.

B. Train Class Accommodations

1. Economy/Coach Class. Economy/coach class is the basic accommodations class offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Economy/coach class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber Coach. Slumber coach includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

3. Other than Economy/Coach Class. Other than economy/coach class includes any accommodations class above coach class, e.g., first class or business class.

a. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or other than economy/coach class accommodations.

b. Business Class. Business class is a service class offered on AMTRAK Acela or Metroliner extra fare train service that is offered above coach class, but is lower than first class, as described in par. U3135-B3a.

***NOTE*: If a train only has two accommodations classes available, i.e., first and business class, then the business class (lowest class offered) becomes coach class for the purpose of official travel.**

C. AO Authority. The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than other than economy/coach class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/ approved by the AO when to the GOV'T's advantage and/or required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. An extra-fare train, authorized/approved by the AO, is to the GOV'T's advantage. No further agency authority is needed except for the USCG (See ***NOTE*** below). If the lowest class available is first class, the AO must comply with the par. U2000-A2 requirements for 'other than economy/coach class' travel. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E (CBCA 2046-TRAV, 20 October 2010).

3. Train Service OCONUS. Travel by extra fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. The lowest service class available is to the GOV'T's advantage and no further agency authorization/ approval is needed. However, if the lowest class available is other than economy/coach class, the AO still must comply with the par. U2000-A2 requirements for an other than economy/coach class transportation annotation on the travel order. If coach class accommodations on any train OCONUS do not have assigned seating, the AO (See ***NOTE*** below for USCG) may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating. All other than economy/coach class train travel accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E.

***NOTE: Reimbursement for other than economy/coach class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

D. Other than Economy/Coach class Train Accommodations Use. APP H includes the other than economy/ coach class decision support tool and procedures.

1. Authorization/Approval. The other than economy/coach class authorizing/approving authority official in par. U3125-B may authorize/approve the other than economy/coach class train accommodations use except for travel using USCG funds (See ***NOTE*** above).

2. Requirements. See par. U2000-A2a.

E. Circumstances. (OMB Bulletin 93-11, 19 April 1993) Other than economy/coach class train accommodations may be authorized/approved only when:

1. To the GOV'T's Advantage and No Coach class Train Accommodations Are Reasonably Available. "Reasonably available" means available coach class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. For a direct route that requires overnight travel, "reasonably available" must also be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.

***NOTE 1: When ordinarily more costly accommodations cost less than the accommodations that otherwise would be provided, no authorization/approval is required. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized. Upgrades at no cost to the GOV'T also do not require authorization/approval.***

***NOTE 2: Other than economy/coach class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

2. Use of Other than Economy/Coach class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need. See par. U2000-A2c and APP H4.

a. Competent medical authority must certify a disability in writing every six months. When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days. ***If the disability is a lifelong condition, then a certification statement is required every two years.*** A certification statement must include at a minimum:

(1) A written statement by a competent medical authority stating special accommodation is necessary;

(2) An approximate duration of the special accommodation need; and

(3) A recommendation concerning the appropriate transportation accommodations class based on the disability/special need.

b. A special need must be certified every six months in writing IAW par. U2000 and APP H. ***If the special need is a lifelong condition, then a certification statement is required every two years.***

c. If an accompanying attendant is authorized IAW par. U7250-B or U7251-B, and the attendant's services are required en route, the attendant may be authorized/approved to use the same other than economy/ coach class accommodations.

3. Exceptional Security Circumstances Requiring Other than Economy/coach class Rail Accommodations. These circumstances should only provide for the minimum other than economy/coach class accommodation necessary to meet the mission. Examples are:

a. A traveler whose coach class accommodations use would endanger the traveler's life or GOV'T property,

b. A protective detail agent accompanying an individual authorized other than economy/coach class accommodations, and

c. A courier and/or a control officer accompanying controlled pouches or packages and a lower other than economy/coach class is not available..

4. Coach class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Required because of agency mission.

**PAGE LEFT BLANK INTENTIONALLY**

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

## U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. Part F for non-PCS/TDY transportation expenses incurred in and around duty stations.

## U3405 REIMBURSABLE EXPENSES

A member may be reimbursed for transportation-related reimbursable expenses described in this Part (and APP G) which are incurred for travel between two points that are a separate journey (par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for reimbursable transportation expenses.

## U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Transportation Terminal. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and

4. Between a transportation terminal and limousine service terminal.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

## U3415 SPECIAL CONVEYANCE USE

A. General

1. It is mandatory policy that all travelers use an available CTO to obtain a rental vehicle (except for an aircraft or a bus).

2. An AO may authorize/approve a special conveyance when to the GOV'T's advantage.

3. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use.

4. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost IAW par. U3310-A.

5. See par. U2510 for receipt requirements.

B. Selecting a Rental Vehicle

1. DTR 4500.9-R, Part I, Chapter 106, Policy (***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf***)

a. ***It is mandatory policy that all travelers use an available CTO to obtain a rental vehicle (except for an airplane or a bus).***

b. The lowest cost rental service that meets the mission requirement must be selected for commercially rented vehicles. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

c. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE***: ***View participating rental car vendors and rates at http://www.defensetravel.dod.mil and select Car/Truck Programs in the left column. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel. A vehicle offered by a participating vendor, but not listed, is not covered under the agreement, does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel.***

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

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

e. DTR, Part I, Chapter 106 and Service regulations for policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies.

2. DTMO Policy (website address: ***http://www.defensetravel.dod.mil***)

a. DTMO vehicle rental agreements apply to all DoD components and activities and non-Defense GOV'T Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

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

or via the DTMO website at ***http://www.defensetravel.dod.mil***.

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

4. Non-DoD Services. Service regulations for CTO use ICW rental cars.

C. Special Conveyance (Includes Aircraft) Reimbursement. See APP G.

D. To/From Transportation Terminals. The member:

*1. May have special conveyance use authorized/approved for travel to and from local transportation terminals;

*2. May have special conveyance use authorized/approved to, from, and between transportation terminals by the AO when neither a public transit system nor GOV'T transportation between the terminals meets the ordered travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from transportation terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from**,** or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the GOV'T. Reimbursement is authorized for the total expense incurred in the conveyance use. ***Par. U5105-A for rental vehicle use on a PCS.***

F. Special Conveyance Use in and around PDS or TDY Station. Part F for reimbursement for special conveyance use within and around the PDS and TDY station.

G. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,

2. Lodging,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

8. Similar places required for the traveler's subsistence, health or comfort.

**U3420 BUS, STREETCAR, AND SUBWAY USE**

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the member's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

**U3430 COURTESY TRANSPORTATION USE**

***Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.***

# PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

## U3500 GENERAL

A. Authority. Service-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authority in Ch 3, Parts B, C, D, and E, and Ch 4.

B. Local Area. The local area is the area:

*1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

2. Within a local commuting area of the PDS/TDY station, ***(NOTE: A local area boundary is determined by the AO/local Service in a written directive.)***; or

3. Separate cities, towns, or uniformed service facilities adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

***For DoD - If several DOD components are present, the senior commander establishes the local area for all DoD personnel. An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).***

C. Control and Delegation

*1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

2. These officials also are responsible for:

*a. Furnishing public transit system tokens/tickets, when appropriate; and

****NOTE: DoD or the Service must specify the business practice for managing and safeguarding such items if applicable.***

*b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

****NOTE: This does not relate to the transit subsidy program.***

D. Reimbursable Expenses. APP G.

E. Travel to and from Medical Facilities

1. Official Ordered Travel at GOV'T Expense

a. A member ordered to a medical facility within the local area to:

(1) Take a required physical examination, or

(2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for the transportation, unless GOV'T transportation is provided.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. ***A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.***

**U3505 PDS AREA TRAVEL**

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;

2. Places of business; or

3. Residence and place of business other than office or duty point.

during usual official duty hours.

B. Commercial Transportation. 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. When reimbursement is authorized/approved, a traveler who travels by commercial means is authorized reimbursement of actual and necessary expenses, that exceed the ordinary costs incurred, for:

*1. Local public transit system (when tokens, tickets or cash fares are not furnished);

2. Taxicab fares plus transportation-related tips; and

3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (par. U2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. APP G.

c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. Par. U3320 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/ PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to and from home, and POC travel is authorized/ approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When use of a POC and/or commercial transportation is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for the POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;

2. Actual cost of necessary POC parking; and

*3. Cost of local public transit system when tokens, tickets or cash fares are not furnished.

***NOTE: DoD or the Service must specify the business practices for managing and safeguarding such items if applicable.***

E. Examples

1. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles (50 + 25 + 10 - 70 = 15).

2. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. Example 3. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of $7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the $7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus $7.

4. Example 4. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of $10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost ($10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus $10.

5. Example 5. The traveler's one-way commuting cost to the PDS is $3 ($6 round trip) by bus. The traveler uses the bus to the PDS ($3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of $2. The traveler ***is not*** authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. Example 6. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. Example 7. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of $7.50. The traveler is reimbursed the entire $7.50 (no deduction is made for the ordinary POC commute).

**U3510 TRAVEL AT THE TDY LOCATION**

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;

2. Duty sites; or

3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips between lodging and place of duty; and

2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

*1. Local public transit system fares;

2. Taxicab fares plus transportation-related tips ***(when to the GOV'T's advantage)***; and

3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility ***(when to the GOV'T's advantage)***.

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. U3505-C.

**U3535 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's**,** regular working hours, and

2. Dependent on public transportation for travel, and

3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the GOV'T be written separately or be placed on the reimbursement voucher.

D. POC Mileage. ***There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen. 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).***

**U3540 VOUCHERS AND SUPPORTING DOCUMENTS**

Ch 2, Part F.

**PAGE LEFT BLANK INTENTIONALLY**

# CHAPTER 4

# TEMPORARY DUTY TRAVEL (TDY)

**Paragraph** **Title/Contents**


## PART A: TEMPORARY DUTY TRAVEL

**U4000 JUSTIFICATION**

## PART B: PER DIEM

**U4100 GENERAL**

**U4101 WHEN IS PER DIEM AUTHORIZED**

**U4102 CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED**
- A. When Not in a Travel Status
- B. Day of Leave or Proceed Time
- C. When PCS 'MALT-Plus' Per Diem is Paid
- D. Travel or TDY within PDS Limits
- E. TDY within the PDS Local Area (Outside the PDS Limits)
- F. Round Trip within 12 Hours
- G. Members Traveling Together with No/Limited Reimbursement
- H. Navigational and Proficiency Flights
- I. Assigned to Two-Crew Nuclear Submarines
- J. TDY or Training Duty Aboard a GOV'T Ship
- K. Aboard Ship Constructed by a Commercial Contractor
- L. Field Duty
- M. TDY aboard Foreign (Non-government) Ship
- N. Member in a Missing Status
- O. Members Traveling Together
- P. Straggler

**U4105 PER DIEM PAYABLE IN SPECIFIC CASES**
- A. TDY ICW Fitting-Out or Conversion of a Ship or Service Craft
- B. Travel by U.S. or Foreign Government Ship for 24 or More Hours
- C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation
- D. Field Duty
- E. Member Dies while in a TDY Status
- F. Ordered to TDY while on Leave
- G. Order Canceled while a Member Is en route to a TDY Station
- H. TDY within the PDS Limits
- I. Contingency Operation Flat Rate Per Diem
- J. When the TDY Station Becomes the PDS

**U4115 INTERNATIONAL DATELINE**
- A. International Dateline (IDL)
- B. Computing Per Diem when Crossing the International Dateline (IDL)
- C. Computation

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

| Paragraph | Title/Contents |
|---|---|
| **U4127** | **LODGING TAX UNDER THE 'LODGING-PLUS'** |
| | A. CONUS and Non-foreign OCONUS Area |
| | B. Foreign Area |
| **U4129** | **LODGING UNDER THE 'LODGING-PLUS' COMPUTATION METHOD** |
| | A. General |
| | B. Commercial Lodging |
| | C. GOV'T QTRS |
| | D. Multiple Occupancy |
| | E. Lodging with a Friend or Relative |
| | F. Lodging in other than Commercial Facilities |
| | G. Lodging Not Available at TDY Station |
| | H. Online Booking Tool |
| **U4131** | **APARTMENT, HOUSE, OR RECREATION VEHICLE REIMBURSEMENT WHILE TDY** |
| | A. General |
| | B. Expenses |
| **U4133** | **LODGING COST UNDER THE BARTER SYSTEM** |
| **U4135** | **DUAL LODGING REIMBURSEMENT ON A SINGLE DAY** |
| | A. Per Diem Basis |
| | B. AO Considerations |
| | C. Reimbursable Expense for Lodging |
| | D. Maximum Reimbursement |
| | E. Limitation |
| | F. Long-term Dual Lodging Occupancy |
| | G. Example |
| **U4137** | **ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGING** |
| | A. Purchased Residence |
| | B. Limitation |
| **U4139** | **COST FOR LODGING JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS** |
| **U4140** | **LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS** |
| **U4141** | **LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS** |
| **U4143** | **LODGING AND/OR MEALS OBTAINED UNDER CONTRACT** |
| **U4145** | **PER DIEM COMPUTATION** |
| | A. General |
| | B. Stopover Point |
| | C. M&IE Payment |
| | D. Meal Rate |
| **U4147** | **PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS** |
| | A. Rate |
| | B. Departure Day |
| | C. Return Day |

| Paragraph | Title/Contents |
|---|---|
| U4149 | **M&IE RATE DETERMINATION FOR CONUS FULL DAYS**<br>A. Locality Rate<br>B. GMR<br>C. PMR<br>D. Member Directed to Procure Private Sector Lodging Off the Installation |
| U4151 | **M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**<br>A. Locality Rate<br>B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus IE RATE<br>C. PMR Plus IE<br>D. OCONUS IE<br>E. Member Directed to Procure Private Sector Lodging Off the Installation |
| U4153 | **PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT** |
| U4155 | **SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)** |
| U4157 | **LODGING PER DIEM COMPUTATION** |
| U4159 | **PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS** |
| U4160 | **PER DIEM FOR TDY TRAVEL BY CAR FERRY**<br>A. General<br>B. Lodging<br>C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World<br>D. M&IE when Travel does not Include an Overnight on a Car Ferry |
| U4163 | **ESSENTIAL UNIT MESSING (EUM)**<br>A. Authority<br>B. Meal Procurement Required<br>C. IE Rate |
| U4165 | **DEDUCTIBLE MEALS**<br>A. PMR Application<br>B. Deductible Meal<br>C. Meals Provided/Consumed<br>D. AO Authority |
| U4167 | **NON-DEDUCTIBLE MEALS**<br>A. Non-Deductible Meal<br>B. Meals Provided/Consumed |
| U4169 | **LODGING REQUIRED ON THE DAY TRAVEL ENDS** |
| U4171 | **MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT** |
| U4173 | **PER DIEM COMPUTATION EXAMPLES**<br>A. GMR<br>B. U.S. and Non-foreign OCONUS Area Lodging Tax<br>C. Foreign Lodging Tax<br>D. Examples |

**Paragraph** **Title/Contents**

**U4174** **RETURN TO PDS DURING EXTENDED TDY**
A. General
B. Authorized Return
C. Lodging Retained at TDY Location

**U4175** **RETURN TO PDS FROM TDY FOR PERSONAL REASONS**
A. General
B. Computation

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

**U4177** **NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT**

**U4179** **PER DIEM RATE REVIEW**
A. General
B. Final Submission Process

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

**U4183** **QUICK REFERENCE TABLES - PER DIEM**

## PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

**U4200** **GENERAL**

**U4205** **JUSTIFICATION**

**U4210** **AUTHORITY/APPROVAL**

**U4215** **LIMITATIONS**

**U4220** **TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**
A. Examples
B. Travel with Certain Dignitaries
C. Air Crew Travel

**U4225** **EXPENSES**
A. Expenses Allowed
B. Expenses Not Allowed

**U4250** **OVER 300% MAXIMUM AEA**

**U4255** **REIMBURSEMENT**
A. Limitations
B. IE
C. M&IE Paid on a Per Diem Basis
D. Lodging and/or Meals Obtained under Contract
E. Itemization

**Paragraph** **Title/Contents**

**U4260** **AEA COMPUTATION**
A. General
B. Meals Available under Special Arrangements
C. Averaging Expenses
D. Mixed Travel (Per Diem and Actual Expense)

**U4265** **COMPUTATION EXAMPLES**
A. CONUS/Non-Foreign OCONUS
B. OCONUS
C. Examples

## PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

**U4300** **GENERAL**

**U4305** **ACTUAL TRAVEL TIME**

**U4325** **SCHEDULING TRAVEL**
A. Schedule
B. Early Departure

**U4326** **TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**
A. Starting and Ending Travel
B. En Route Rest Stop/Rest Period at a TDY Point
C. En Route Rest Stop
D. Rest Period at the TDY Point before Reporting for Duty
E. Delaying Return Travel to Use Reduced Travel Fares

**U4335** **SPECIAL CONVEYANCE TRAVEL**

**U4340** **MIXED MODES TRAVEL**

**U4345** **TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE**
A. Authorization/Approval
B. Starting/Ending Travel
C. Cost
D. Example

## PART E: GOV'T DINING FACILITY/MESS USE/AVAILABILITY

**U4400** **GOV'T DINING FACILITY/MESS**
A. Mess Available
B. Mess Not Available
C. GMR/PMR Documentation

## PART F: OCCASIONAL MEALS AND QTRS

**U4510** **OCCASIONAL MEALS AND QTRS**
A. General
B. Computation

**Paragraph** **Title/Contents**

## PART G: ITDY - TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

**U4600 GENERAL**
A. Authority
B. Allowances

**U4605 MEMBER ORDERED ON ITDY**
A. General
B. Travel to/from the Old PDS, Alternate Place En Route to the ITDY Location
C. Member's Return to the Old PDS or En Route to the New PDS
D. Member's Return to the Old PCS

**U4610 DEPENDENT TRAVEL**
A. Dependent Travel and Transportation to the Alternate Place
B. PCS Order Received at the ITDY Station
C. Member's Return to the Old PDS

## PART H: HHG SHIPMENT AND STORAGE UNDER A TDY ORDER

**U4700 GENERAL**

**U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION**

**U4710 BASIC ALLOWANCE**
A. Shipments in Addition to Authorized TDY Weight Allowance
B. Weight Allowance
C. Shipment of Replacement Items

**U4715 LIMITATIONS**

**U4720 TRANSPORTATION METHODS**

**U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION**
A. Weight Allowance
B. Order Amended, Modified, Canceled or Revoked
C. Improper Shipments

**U4735 WHEN EXCESS CHARGES ARE INCURRED**

**U4740 CALLED (OR ORDERED) TO ACTIVE DUTY**

**U4745 PCS WITH TDY EN ROUTE**

**U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

**U4755 ITDY**

**U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
A. General
B. Ordered to a Ship
C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

**Paragraph** **Title/Contents**

**U4765** **TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
A. General
B. Ordered to a Ship Not Specified as Unusually Arduous
C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

**U4770** **HHG STORAGE ICW TDY/DEPLOYMENT**
A. Storage in Transit (SIT)
B. Special Storage
C. Non-temporary Storage (NTS)
D. Storage after TDY/Deployment Completion

**U4775** **HHG TRANSPORTATION AFTER STORAGE**

**U4780** **HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

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

**U4800** **DEFINITIONS**
A. Combatant Command AOR
B Joint Task Force (JTF)
C. Operational Deployment
D. Exercises
E. TDY Options

## PART J: TRAVEL ADVANCES

**U4900** **GENERAL**
A. Policy
B. Responsibilities

**U4905** **ALLOWABLE ADVANCES**
A. Authorization
B. Purpose

**PAGE LEFT BLANK INTENTIONALLY**

# PART B: PER DIEM

## U4100 GENERAL

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

***NOTE 1: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., Pentagon, 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, Hawaii) 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. (DOHA*** Claims Case No. 2009-CL-080602.2, 7 July 2010).

***NOTE 2: When the location (reservation, station or other established area) is not specifically listed in the per diem table, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the U.S. Census Bureau website (http://quickfacts.census.gov/cgi-bin/qfd/lookup) which can help determine in which county a destination is located.***

***NOTE 3: If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for all cities and towns in the county. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location (par. U2025).***

## U4101 WHEN IS PER DIEM AUTHORIZED

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

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

## U4102 CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED

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

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

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

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

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, per diem is not authorized for travel or TDY performed within the PDS limits. This does not preclude per diem payment on the departure day from or return day to the PDS ICW TDY away from the PDS. See Ch 3 for transportation allowances. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and lodging necessarily procured within the PDS

limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (37 USC §434). Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. ***Exception:*** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment. This does not preclude per diem 'IE' payment IAW par. U1035 for a member hospitalized at the PDS.

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

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

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

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

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

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the member's PDS and/or returns to the port at the PDS.*** The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is IAW par. U4135.

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

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

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

2. Member is participating in the operation advance planning or critique phase.

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

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

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

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

O. Members Traveling Together. 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' order(s) direct(s) limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the members. ***No per diem is payable on days members travel when the order(s) direct(s) limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include per diem for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or lodging are not available, occasional meals and lodging are paid IAW par. U4510. Limited reimbursement refers to reimbursement for occasional meals and lodging.

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

**U4105 PER DIEM PAYABLE IN SPECIFIC CASES**

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

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

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

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an

oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

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

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

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

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown to the member prior to the member's departure on leave.*** If the TDY is known by the member before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).***

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

2. TDY at other than Leave Point

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

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized:

(1) Transportation and per diem for travel from the:

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

(b) TDY station to the PDS.

(2) TDY allowances at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member directed to proceed to a new PDS upon TDY completion is authorized:

(1) PCS travel and transportation allowances for travel performed from the:

(a) Old PDS to the leave address or to the place at which the order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and

(b) Leave address or place at which the order is received, as applicable, to the TDY station; and

(c) TDY station to the new PDS.

(2) TDY allowances at the TDY location.

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

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

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

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

a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).

b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodging-Plus' method, for that area applies.

c. Dual lodging (par. U4135).

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

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

a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or

b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.

d. Full locality per diem rate (and 'Lodging-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

4. Per Diem Computation. The CONTINGENCY OPERATION flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable TDY locality per diem rate, plus lodging tax (par. U4105-I4c). ***A lodging receipt is not required for lodging reimbursement (par. U2510-I4); however, a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by Service regulations.*** Ensure the member has asked about and taken advantage of any tax exemption that may exist.

a. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a reimbursable expense (APP G) if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS (par. U4147).

b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of the M&IE on the return day at the PDS.

c. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to the 55% (or appropriate percentage) per diem. ***Lodging tax in a FOREIGN AREA is part of the per diem lodging ceiling and is not a reimbursable expense***.

d. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location where a CONTINGENCY OPERATION flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate (par. U4145-B). The CONTINGENCY OPERATION flat rate per diem rate is effective the day after the member reports to the TDY location (pars. U4149 or U4151).

e. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4105-I1c). The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4149 or U4151).

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

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

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

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

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

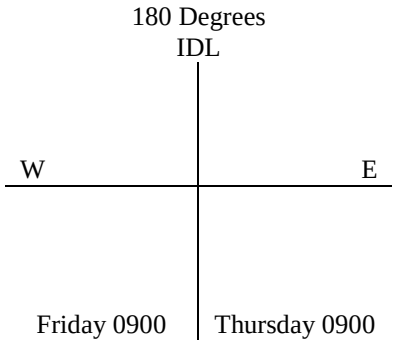
Pay the departure TDY day to the PDS - $45.75 ($61 x 75% = $45.75).

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

**U4115 INTERNATIONAL DATELINE**

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

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




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

**Example 1**
**TDY Travel Involving IDL with a 'Lost' Day**

The TDY location lodging cost is $135/night. The per diem rate is $225 ($135/ $90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

**A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.**

| **ITINERARY** | | | |
|---|---|---|---|
| **Date** | **Depart** | **Arrive** | **At** |
| 18 Aug Wednesday | PDS/Residence | | |
| 20-24 Aug (Friday-Tuesday) | | | TDY Station |
| 25 Aug Wednesday | TDY Station | | |
| 25 Aug Wednesday | | PDS/Residence | |
| **REIMBURSEMENT (Actual and Constructed Cost Comparison)** | | | |
| 18 Aug Wednesday | 75 % x $90 = | | $67.50 |
| 19 August Thursday | NO PER DIEM | | |
| 20-24 Aug (Friday-Tuesday) | $135 + $90 = $225/day x 5 days = | | $1,125.00 |
| 25 Aug Wednesday | $90 (M&IE) = | | $90.00 |
| 25 Aug Wednesday | 75 % x $90 = | | $67.50 |
| **Total** | | | **$1,350.00** |

**Example 2**
**TDY Travel Involving IDL without a 'Lost' Day**

TDY location lodging cost is $140/night. The per diem rate is $218 ($146/ $72).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

**A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.**

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

## U4125 PER DIEM UNDER THE 'LODGING-PLUS' COMPUTATION METHOD

Per diem computed under this Part is based on the 'Lodging-Plus' computation method. The total daily per diem amount is NTE the applicable daily locality rate. Par. U2510 concerns receipts.

## U4127 LODGING TAX UNDER 'LODGING-PLUS'

A. CONUS and Non-foreign OCONUS Area. 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) when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid.

B. Foreign Area. The per diem locality lodging ceiling in a foreign area includes lodging tax. ***Lodging tax in a FOREIGN AREA is not a reimbursable expense when per diem (or Ch 4, Part C AEA) is paid.***

## U4129 LODGING UNDER THE 'LODGING-PLUS' COMPUTATION METHOD

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

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

C. GOV'T QTRS. A fee/service charge paid NTE the TDY locality lodging ceiling for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the member for GOV'T QTRS use is NTE the maximum locality per diem lodging ceiling.

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

***for a room. Otherwise, the official traveler is allowed the single room rate. The official traveler must be provided the single room rate.***

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

**Example 1**: A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee possibly may be eligible for reimbursement of some lodging costs (JTR, par. C4555-B3).

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

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

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

H. Online Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain (including the hotel's online website). ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.***

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

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

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

1. Apartment, house, or recreational vehicle rent;

2. Parking space for the recreational vehicle rent;

3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

***NOTE 1: Some rental agreements (i.e., furniture rental agreements) include option-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed***

***for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).***

***NOTE 2: A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished TDY lodging, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBCA 16699-TRAV, 17 August 2005 (http://www.gsbca.gsa.gov/travel/u1669917.pdf).***

***NOTE 3: Some furniture rental agreements may require a damage waiver fee for damage protection as part of the rental cost. A traveler may be reimbursed for the cost of such a fee as part of the cost of the furniture rental while on TDY if the traveler has no other choice but to enter into such an agreement. Adopted from CBCA 1961-TRAV, 20 JULY 2010.***

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

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. APP G for official communications.***);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodging at the TDY point (B-254626, 17 February 1994).

## U4133 LODGING COST UNDER THE BARTER SYSTEM

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

## U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When the AO determines it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

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

1. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981));

2. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) (GSBCA 15321-TRAV 26 October 2000; GSBCA 15482-TRAV 18 October 2001); and

3. Practicality of checking out (B-257670, 10 January 1995).

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

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

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

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

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

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

| **Example 2**<br>***NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.*** |
|---|
| A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost $25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost ($110/day) was used to determine the traveler's per diem while TDY there. |
| **Per Diem Rates for This Example** |

| Location | Max Lodging | M&IE | Total |
|---|---|---|---|
| C | $109 | $38 | $147 |
| D | $130 | $46 | $176 |

| **Reimbursement for GOV'T QTRS for 3 Days** | | |
|---|---|---|
| Lodging | Number of Days | Total |
| $25 | 3 | $75 |
| **Per Diem for the TDY Assignment in Location D** | | |
| **First Day** (Departure day from Location C and arrival day in Location D): | | |
| Lodging | M&IE | Total |
| $110 | $46 | $156 plus lodging tax (***NOTE***) |
| **Second and Third Day** (Lodging Cost + M&IE)/day x 4 days | | |
| Lodging | M&IE | Total |
| $110 | $46 | $156/day x 2 days = $312 plus lodging tax (***NOTE***) |
| **Day of Return to Location C** (Lodging Cost + M&IE) | | |
| Lodging | M&IE | Total |
| $25 | $38 | $63 |

## U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGING

A. Purchased Residence. A member may purchase and occupy a residence at a TDY location. Allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)), and include the monthly:

1. Mortgage interest;

2. Property tax; and

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

B. Limitation. ***In no case may the total lodging per diem payable exceed the applicable TDY maximum locality lodging ceiling unless an AEA (Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

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

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

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

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

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. The CTO should be used to make these arrangements unless the CTO does not provide this service (pars. U4131, U4137, and U4141).

## U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized

the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the member acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodging at a daily rate. ***NOTE: This does not apply when a residence is purchased*** (par. U4137).

| Example |
|---|
| 1. A traveler is TDY at a location at which the per diem is $136 ($80/ $56). |
| 2. Lodging (apartment & utilities) are obtained on a long-term basis for $900/month. |
| 3. The daily lodging cost per month is $30 ($900/30 days). |
| 4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days. |
| 5. The daily lodging rate during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $80/day locality lodging ceiling, the traveler is reimbursed $45/day for 20 days of lodging in June. |

***TDY in support of a CONTINGENCY OPERATION or par. U7226 if a member takes leave ICW an authorized/ ordered evacuation to visit dependents at their safe haven.***

## U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

## U4145 PER DIEM COMPUTATION

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

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

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

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

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

A. Rate. 75% of the appropriate locality M&IE rate is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. ***On these days, the GMR, PMR, $3.50 OCONUS IE, or reduced per diem rate do not apply.***

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

next destination (TDY/stopover point) is the applicable M&IE rate.

C. Return Day. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is based on the M&IE rate applicable to the preceding calendar day. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is based on the M&IE rate applicable to the preceding day (last TDY or authorized delay point). Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodging is required. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.***

| **Example** | |
|---|---|
| 01 Sep | Depart PDS |
| 01 Sep | Arrive TDY A ($50 M&IE) |
| 10 Sep | Depart TDY A |
| 10 Sep | Arrive TDY B ($60 M&IE) |
| 10 Sep | Depart TDY B |
| 10 Sep | Arrive PDS |
| Pay 75% of $50 (TDY A M&IE for preceding day) on 10 Sep | |

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

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

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

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4149-D),

2. The GMR is directed,

3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

4. The member is not traveling.

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

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4149-D),

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

3. The member is not traveling.

D. Member Directed to Procure Private Sector Lodging off the U.S. INSTALLATION. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodging off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are ***not available*** and is ***authorized the locality meal rate*** instead of the GMR or PMR and $5 IE. Just because GOV'T QTRS are available, a command cannot send a member into private sector lodging off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to the GMR or PMR.

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

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

B. GMR. The Standard GMR paid for meals in a GOV'T dining facility/mess plus the appropriate IE rate is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4151-E),

2. The GMR is directed,

3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

4. The member is not traveling.

C. PMR. The PMR plus the IE rate is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4151-E),

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

3. The member is not traveling.

D. OCONUS IE

1. Except for USCG members and other members traveling under USCG funds, the OCONUS locality IE rate is the applicable rate, or $3.50 when the AO determines $3.50 to be adequate for anticipated expenses. ***Regardless of the location at which the member is lodged, the $3.50 must be stated on the travel order for it to be paid for travel beginning on or after 1 July 2009. The $3.50 IE rate does not apply on any day the member is traveling.***

*2. For USCG members and other members traveling on USCG funds, the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (***http:// http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***), or $3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (par. U4151-E) on that U.S. INSTALLATION. Two exceptions are noted below. The AO may determine that $3.50 is:

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

*b. ***Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate (http://http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) may be authorized and must be stated in the order.***

E. Member Directed to Procure Private Sector Lodging off the U.S. Installation. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodging off the U.S. INSTALLATION, the member is treated as though the QTRS are ***not available*** and is ***authorized the locality meal rate*** instead of the GMR or PMR plus the locality IE rate unless the $3.50 IE rate is authorized under par. U4151-D. Just because QTRS are available, a command cannot send a member into private sector lodging off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE to the GMR or PMR.

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

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

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

*A schoolhouse commander is authorized to determine the appropriate meal rate (GMR, PMR or locality meal rate) regardless of what the AO may put in a TDY order to the contrary (See pars. U4149-B/U4149-C for CONUS and pars. U4151-B/U4151-C for OCONUS. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be documented in the order. If that information is not available prior to order issuance, it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

**U4157 LODGING PER DIEM COMPUTATION**

Lodging reimbursement while on TDY or at a delay point, is NTE the locality per diem lodging ceiling for the TDY or delay location. The lodging cost or the locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate. The total amount is NTE the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply if par. U4129-G applies.

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

M&IE of 75% of the M&IE rate for the TDY location is payable for each travel day. If more than one TDY location is involved and lodging is not required, M&IE of 75% of the highest M&IE rate is payable on each day (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). If lodging must be obtained, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under par. U4159 when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area these rules or rules for over 24 hours apply.*** Par. U4510 for occasional meals authority.

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

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

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

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day. Par. U4145-A.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the member's location at 2400 on the debarkation day. Par. U4145-A.

**U4163 ESSENTIAL UNIT MESSING (EUM)**

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

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

2. The CONUS IE rate is $5, or the appropriate OCONUS IE rate, or $3.50 OCONUS when the AO determines $3.50 to be adequate for anticipated expenses. ***The $3.50 rate must be stated on the order for it to be paid.***

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

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

**U4165 DEDUCTIBLE MEALS**

A. PMR Application. The PMR in pars. U4149-C and U4151-C applies on any day (except travel days to and from the PDS) when one or two deductible meals is/are provided (APP R2, par. J). The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). ***A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.***

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

1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);

2. Included in a GOV'T-paid registration fee;

3. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;

4. Furnished by the GOV'T at no cost to a member (par. U4167);

5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost $75 without breakfast; lodging cost $85 with breakfast); or

6. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging rate, or if declared (APP R), within the conference lodging rate. If the negotiated rate exceeds the locality (or conference) lodging rate, an AEA lodging rate should be provided to cover the higher lodging rate that includes the meal(s).***

***NOTE: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

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

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

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may request substantiating documentation from the appropriate professional authority), and

2. Attempted, but was unable, to make, alternative meal arrangements for a substitute meal, and

3. Must purchase a meal that satisfies the medical requirements or religious beliefs.

4. Is unable to eat the deductible meal due to mission.

**U4167 NON-DEDUCTIBLE MEALS**

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

1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing an adequate meal to a member. ***NOTE: Par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***,

2. In-flight meals,

3. Rations furnished by the GOV'T on military aircraft,

4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,

5. Meals furnished on commercial aircraft,

6. Meals provided by private individuals, or

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

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

**U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS**

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

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

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. U4165-B5 and U4165-B6 when a charge for meals is added to the lodging cost. Adopted from CBCA-1900-TRAV, 3 MAY 2010.

**U4173 PER DIEM COMPUTATION EXAMPLES**

A. GMR. The GMR in the following examples is for illustrative purposes only (APP A for GMR).

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

C. Foreign Lodging Tax. The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense (APP G).

D. Examples

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

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

A traveler is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U3305). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.

Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.

The per diem rate for the TDY location is $131 ($85/ $46); actual lodging cost is $90/night. The per diem rate for both stopovers is $141 ($85/ $56); actual lodging cost is $60/night. The 12-hour rule does not apply because the TDY period is over 12 hours.

***AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).***

**ITINERARY**

| Date | Depart | Arrive | Per Diem Rate | Lodging Cost | POC Distance |
|---|---|---|---|---|---|
| 10 May | Residence | 1st Stopover | $141 ($85/ $56) | $60 | 400 miles |
| 11 May | En Route | TDY Station | $131 ($85 $46) | $90 | 15 miles |
| 12 May | TDY Station | TDY Station | $131 ($85/ $46) | $90 | |
| 13 May | TDY Station | 2nd Stopover | $141 ($85/ $56) | $60 | 365 miles |
| 14 May | En Route | Residence | Use 2nd Stopover M&IE | | 50 miles |

**REIMBURSEMENT**

| | | |
|---|---|---|
| Day 1 | $60 + [$56 x 75%] = $60 + $42 = | $102.00 |
| Day 2 | $90 = ($90 limited to $85) + $46 = | $131.00 |
| Day 3 | $90 = ($90 limited to $85) + $46 = | $131.00 |
| Day 4 | $60 + $56 = | $116.00 |
| Day 5 | $56 x 75% = | $ 42.00 |
| 1 round trip of 830 miles (official distance) x $0.51/mile = | | $ 423.30 |
| **Total Reimbursement** | | **$945.30** |

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

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

A traveler is TDY to a U.S. INSTALLATION at which GOV'T lodging ($6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17th because breakfast was not available.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U3305-B).

The maximum per diem rate is $131 ($85/ $46). GMR (par. U4149-B) is $10.80 and the PMR (par. U4149-C) is $26 plus the CONUS $5 IE rate applies in this example.

***NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.***

| **ITINERARY** | | | |
|---|---|---|---|
| **Date** | **Depart** | **Arrive** | **POC Distance** |
| 10 March | Residence | TDY Station | 325 miles |
| 16-18 March | | At TDY Station | |
| 19 March | TDY Station | Residence | 325 miles |

| **REIMBURSEMENT** | | |
|---|---|---|
| 15 March | $6 + ($46 x 75%) = $6 + $34.50 = | $ 40.50 |
| 16 March | $6 + $10.80 (GMR) + $5 (IE) = | $ 21.80 |
| 17 March | $6 + $26 (PMR) + $5 (IE) = | $ 37.00 |
| 18 March | $6 + $10.80 (GMR) + $5 (IE) = | $ 21.80 |
| 19 March | $46 x 75% = | $ 34.50 |
| 1 round trip of 650 miles (official distance) x $0.51/mile = | | $ 331.50 |
| **Total Reimbursement** | | **$487.10** |

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

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

A member is authorized TDY in an AOR. On 2 Jan, the member departed the residence via POC, and was en route awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The member stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The member departed the AOR TDY station and arrived at another AOR location on 31 Jan. The member departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The member departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:

| Date | Travel Plan | Transportation Mode/Means | Reason For Stop | Per Diem Rate |
|---|---|---|---|---|
| 2 Jan | Dep Residence (Departure Day) | PA | | $15 ($0/ $15) TDY Destination |
| | En route (no lodging required) | TP | AT | |
| 3 Jan | En route (no lodging required) | TP | AT | $15 ($0/ $15) TDY Destination |
| 4 Jan | Arr TDY location (enter AOR) | TP | TD | $15 ($0/ $15) TDY Destination |
| 5-30 Jan | TDY (AOR) | -- | TD | $15 ($0/ $15) TDY Destination |
| 31 Jan | Dep TDY (AOR) | TP | -- | $3.50 AOR to AOR |
| | En route (AOR to AOR) | TP | AT | |
| 1 Feb | En route (exit AOR/lodging) | TP | AD | $190 ($126/ $64) Stopover Point |
| 2 Feb | Arr Residence | PA | MC | $190 ($126/ $64) Preceding calendar day's M&IE rate |

| **Reimbursement** | | |
|---|---|---|
| 2 Jan | $15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required) | $11.25 |
| 3 Jan | $15/day x 1 day = (TDY destination M&IE, no lodging required) | $15.00 |
| 4 Jan | $15/day (TDY destination M&IE, lodging $0) | $15.00 |
| 5-30 Jan | $3.50/day x 26 days = (AOR M&IE, lodging $0) | $91.00 |
| 31 Jan | $3.50/day (En route AOR to AOR M&IE, lodging $0) | $3.50 |
| 1 Feb | $70 + $64 = $134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at $70) | $134.00 |
| 2 Feb | $64/day x 75% = (75% of preceding calendar day's M&IE rate) | $48.00 |
| **Reimbursement for per diem due member** | | **$317.75** |

## U4174 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. U4174, "extended TDY" means directed travel of 3 or more weeks.

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

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

4. ***Authorized return to the PDS or place of abode is not authorized for Coast Guard.***

B. Authorized Return

1. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons and returns to the TDY location is not authorized reimbursement for transportation expenses*** (par. U4176).

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

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

C. Lodging Retained at TDY Location.

1. Lodging Retained at TDY Location during Voluntary Return. If the member retains lodging at the TDY location during a voluntary (per par. U4175) return, the member is financially responsible for the retained room cost while gone except IAW pars. U7225 or U7226.

2. Lodging Retained at TDY Location during Authorized Return. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

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

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

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

3. Lodging Retained at the TDY Location Reimbursement. If authorized/approved, the costs of lodging retained at the TDY site are paid as a reimbursable expense (APP G - NTE the locality per diem lodging ceiling). Par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

## U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

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

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

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

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

***NOTE: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a reimbursable expense (APP G). FOREIGN AREA lodging tax is not a reimbursable expense.***

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

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

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

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

1. Example 1

**Example 1**
**Per Diem and POC TDY Mileage Computation**

A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is $65/night. The maximum per diem rate is $131 ($85/ $46). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS (par. U4102-D).

POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).

The traveler is due $1,458 (constructed cost since it is less than the actual cost for this example).

***AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).***

| **ITINERARY** | | | |
|---|---|---|---|
| **Date** | **Depart** | **Arrive** | **POC Distance** |
| 23 June | PDS | TDY Station | 325 miles |
| 24-26 June | | At TDY Station | |
| 27 June | TDY Station | PDS (personal reasons) | 325 miles |
| 28 June | | PDS | |
| 29 June | PDS | TDY Station | 325 miles |
| 30 June-2 July | | At TDY Station | |
| 3 July | TDY Station | PDS | 325 miles |
| **REIMBURSEMENT (Actual and Constructed Cost Comparison)** | | | |
| 23 June | $65 + ($46 x 75%) = | | $ 99.50 |
| 24 to 26 June | $65 + $46 = $111/day x 3 days = | | $333.00 |
| 27 June | $46 x 75% = | | $ 34.50 |
| 28 June | ***Per diem is not payable at the PDS (par. U4102-D)*** | | $ 0.00 |
| 29 June | $65 + ($46 x 75%) = | | $ 99.50 |
| 30 June-2 July | $65 + $46 = $111/day x 3 days = | | $333.00 |
| 3 July | $46 x 75% = | | $ 34.50 |
| | 2 round trips of 650 miles (official distance) = 1,300 miles x $0.51/mile = | | $ 663.00 |
| | | **Actual Cost Total** | **$1,597.00** |
| **CONSTRUCTED COST** | | | |
| 23 June | $65 + [$46 x 75%] = $65 + $34.50 = | | $ 99.50 |
| 24 June-2 July | $65 + $46 = $111/day x 9 days = | | $999.00 |
| 3 July | $46 x 75% = | | $ 34.50 |
| | 1 round trip of 650 miles (official distance) x $0.51/mile = | | $ 331.50 |
| | | **Constructed Cost Total** | **$1,464.50** |

2. Example 2

**Example 2**
**Per Diem, GMR and POC TDY Mileage Computation**

A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is $6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is $131 ($85/ $46). The GMR (par. U4149-B) is $10.80 plus $5 IE for this example.

POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).

The member is due $391.30 (constructed cost since it is less than the actual cost for this example).

***NOTE*: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147-A). The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.**

| **ITINERARY** | | | |
|---|---|---|---|
| **Date** | **Depart** | **Arrive** | **POC Distance** |
| 9 July | PDS | TDY Station | 185 miles |
| 10 July | | At TDY Station | |
| 11 July | TDY Station | PDS | 185 miles |
| 12 July | | PDS (personal reasons) | |
| 13 July | PDS | TDY Station | 185 miles |
| 14-15 July | | At TDY Station | |
| 16 July | TDY Station | PDS | 185 miles |
| **REIMBURSEMENT (Actual and Constructed Cost Comparison)** | | | |
| 9 July | $6 + [$46 x 75%] = $6 + $34.50 = | | $ 40.50 |
| 10 July | $6 + $10.80 + $5 (IE) = | | $ 21.80 |
| 11 July | $46 x 75% = | | $ 34.50 |
| 12 July | ***Per diem is not payable at the PDS (par. U4102-D)*** | | ***$ 0.00*** |
| 13 July | $6 + [$46 x 75%] = $6 + $34.50 = | | $ 40.50 |
| 14-15 July | $6 + $10.80 + $5 (IE) = $21.80/day x 2 days = | | $ 43.60 |
| 16 July | $46 x 75% = | | $ 34.50 |
| 2 round trips of 370 miles (official distance) x 2 = 740 miles x $0.51/mile = | | | $377.40 |
| | | **Actual Cost Total** | **$592.80** |
| **Constructed Cost** | | | |
| 9 July | $6 + [$46 x 75%] = $6 + $34.50 = | | $ 40.50 |
| 10-15 July | $6 + $10.80 + $5 (IE) = $21.80/days x 6 days = | | $130.80 |
| 16 July | $46 x 75% = | | $ 34.50 |
| 1 round trip of 370 miles (official distance) x $0.51/mile = | | | $188.70 |
| | | **Constructed Cost Total** | **$394.50** |

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

***A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized transportation expense reimbursement.*** The member is authorized only per diem-related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

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

**Example 2:** Member TDY from Location X to Base Y (with a maximum per diem rate of $161 ($110/ $51)) where the member is staying on the U.S. INSTALLATION for $20/night with no tax and is being paid the $29 PMR + $5 CONUS IE rate (total $34) based on the order content that indicates GOV'T QTRS and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y GOV'T QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays $75 and 12% lodging tax ($9) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is $128 ($79/ $49), the member is limited to $20/night for lodging, no reimbursement of Location Z lodging tax, and is paid $34/day for M&IE on Friday and Saturday. This is because the member is being paid per diem ($20 for lodging + $34 for the PMR-based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR + CONUS "IE" since they were directed in the order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

**Example 3:** Member TDY from Location D to Location E (with a per diem rate of $161 ($110/ $51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays $75 and 12% lodging tax ($9) for Location F lodging each night. Even though the Location F per diem rate is $114 ($70/ $44), the member is paid $75/night for lodging, and reimbursement of Location F lodging tax ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (NTE $110 for lodging + $51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

## *U4177 NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT

*The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) when the circumstances of the travel or duty to be performed so warrant ***and are peculiar to that particular Service*** (par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate Service, but may not be further re-delegated. ***The authorized reduced per diem rate must be stated on the order before travel begins*** (***or as part of an order amendment/modification covering a prospective period after the original order modification was issued). In the absence of such authority, an order prescribing a different per diem rate is without effect and the applicable locality per diem rate is used.*** The reduced or zero per diem rate does not apply to any day the member is traveling. Reduced per diem rate establishment should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

**U4179 PER DIEM RATE REVIEW**

A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

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

*2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 2 Navy Annex, Washington, DC 20370-2000.

3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745.

5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.

6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

8. Office of the Secretary of Defense and other DoD Components - Per Diem, Travel and Transportation Allowance Committee, ATTN: E&S Branch, 4601 North Fairfax Drive, Suite 800, Arlington, VA 22203-1546.

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

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

| CONUS Locations | Non-Foreign OCONUS Locations | Foreign OCONUS Locations |
|---|---|---|
| **General Services Administration**<br>Office of Governmentwide Policy<br>Office of Travel, Transportation, and Asset Management<br>1 Constitution Square, 6th floor (685C)<br>1275 First Street NE<br>Washington, DC 20417<br>ATTN: Jill Denning<br>jill.denning@gsa.gov | **Defense Travel Management Office**<br>ATTN: SP&P/Allowances Branch<br>4601 North Fairfax Drive<br>Suite 800<br>Arlington, VA 22203-1546 | **Department of State**<br>Director of Allowances<br>State Annex 1, Room L314<br>Washington, DC 20522-0103 |

## U4181 PER DIEM AND AEA ON A SINGLE TRIP

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

## U4183 QUICK REFERENCE TABLES - PER DIEM

***The following tables are for reference purposes only.*** Ch 4, Part B for applicable rules. Pars. U4163 & U4800 when JTF operations are involved.

| Quick Reference - Per Diem<br>TDY Travel of More Than 12 Hours | | | | | | |
|---|---|---|---|---|---|---|
| **(1) Departure Day from PDS** | | | | | | |
| | **A** | **B** | **C** | **D** | **E** | **F** |
| | Arrived at the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS. | Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS - GOV'T QTRS are occupied. | Arrived at the TDY location (on a U.S. INSTALLATION – GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available directed GOV'T QTRS. | Traveled overnight – no lodging required. | Overnight lodging required at a stopover en route to the TDY location. | Arrived at the TDY location on the same day as departed from the PDS (per diem at a lesser amount than the TDY locality rate prescribed authorized under par. U4105-I or U4177.) |
| **Per Diem for the Departure Day from the PDS** [5/] | 75% of the M&IE rate for the TDY locality [1/], plus the lodging cost NTE the TDY locality maximum lodging ceiling. [2/, 4/] | 75% of TDY locality M&IE rate [1/], plus the GOV'T QTRS cost[11/]. | 75% of the TDY locality M&IE rate [1/,] plus the cost of lodging occupied NTE the available GOV'T QTRS cost[11/]. **No lodging tax reimbursement.** | 75% of the M&IE rate for the next destination (TDY/stopover point) locality [1/] for the departure day. | 75% of the M&IE rate for the en route stopover locality, plus the lodging cost NTE the stopover locality maximum lodging ceiling. [2/, 4/] | 75 % of the TDY locality M&IE rate [1/,] plus lodging [2/, 4/] cost NTE the TDY locality maximum lodging ceiling. |
| **Footnotes After Table 4** | | | | | | |

| Quick Reference - Per Diem<br>TDY Travel of More Than 12 Hours | | | | | | |
|---|---|---|---|---|---|---|
| **(2) Whole Travel Days – CONUS** | | | | | | |
| | **A** | **B** | **C** | **D** | **E** | **F** |
| | Traveled overnight & arrived at a CONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS. | Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied. | Each whole day at a CONUS TDY locality (not on a U.S. INSTALLATION). | Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) – GOV'T QTRS are occupied. | Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS. | Each whole day at a CONUS TDY locality at which per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4105-I or U4177. |
| **Per Diem for Whole Travel Days** [5/] | TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling. [2/6/] | M&IE, plus the GOV'T QTRS cost. [11/] M&IE may be at the TDY locality, or PMR plus $5 IE if the AO specifies the PMR based on 1 or 2 deductible meals. [1/6/] | The CONUS TDY locality M&IE, plus the lodging cost NTE the TDY locality maximum lodging ceiling [2/] (unless the AO specifies the PMR plus $5 IE when 1 or 2 deductible meals are provided [6/] – par. U4165) | M&IE, plus the GOV'T QTRS cost[11/]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8/] plus $5 IE, (3) PMR[6/,9/,10/] plus $5 IE, or (4) $5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Pars. U4102-L, U4105-D & U4800 for field duty. | M&IE, plus the lodging cost NTE the GOV'T QTRS cost[11/]. Lodging tax is not reimbursable M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8/] plus $5 IE, (3) PMR[6/,9/,10/] plus $5 IE, or (4) $5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Pars. U4102-L, U4105-D & U4800 for field duty. | Per diem at the rate authorized under par. U4105-I or U4177. [7/] |

## Footnotes After Table 4

| Quick Reference - Per Diem<br>TDY Travel of More Than 12 Hours | | | | | | |
|---|---|---|---|---|---|---|
| **(3) Whole Travel Days – OCONUS** | | | | | | |
| | **A** | **B** | **C** | **D** | **E** | **F** |
| | Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS. | Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS - GOV'T QTRS are occupied. | Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION) | Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) - GOV'T QTRS are occupied. | Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS. | Each whole day at an OCONUS TDY locality at which per diem in a lesser amount than the prescribed rate for the TDY location was authorized under par. U4105-I or U4177. |
| **Per Diem for Whole Travel Days** [5/] | The OCONUS TDY locality M&IE [3/] rate (unless the AO specifies the PMR for deductible meals) plus the lodging cost [4/] NTE the TDY locality lodging ceiling. | M&IE plus the GOV'T QTRS cost[11/]. (M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. [1/6/)] | The OCONUS TDY locality M&IE [3/] rate plus the lodging cost [4/] NTE the TDY locality maximum lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the, M&IE is PMR[6/,9/,10//] plus locality or $3.50 IE [6/] – par. U4165-1. | M&IE plus the GOV'T QTRS cost. M&IE may be at (1) the TDY locality meal rate , (2) Standard GMR[8/], (3) PMR[6/,9/,10/], or (4) no amount for meals when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or $3.50 IE[3/.] Pars. U4102-L, U4105-D & U4800 for field duty. | M&IE plus the lodging cost NTE the GOV'T QTRS cost [4/11/]. M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR[8/] (3) PMR[6/,9/,10/], or (4) no amount for meals when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or $3.50 IE[3/.]. | Per diem at the rate authorized under par. U4105-I or U4177. [7/] |
| **Footnotes After Table 4** | | | | | | |

| Quick Reference - Per Diem<br>TDY Travel of More Than 12 Hours | | | | | |
|---|---|---|---|---|---|
| **(4) Day of Return to PDS** | | | | | |
| | **A** | **B** | **C** | **D** | **E** |
| | Arrived at the PDS on same day as departed the TDY location. | Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location. | On the departure day from the TDY location overnight lodging was required at a stopover en route to the PDS. | On the day travel ended lodging was required en route to the PDS. | Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4105-I or U4177. |
| **Per Diem for the Return Day to the PDS** 5/ | 75% of last TDY locality M&IE rate. 1/ | For the departure day from the TDY location, the TDY locality M&IE rate. For the arrival day at the PDS, 75% of the TDY locality M&IE rate. 1/ | For the departure day from the TDY location, M&IE, plus lodging 2/, 4/ cost NTE the stopover locality lodging ceiling. For the arrival day at the PDS, 75% of the stopover locality M&IE rate. | 75% of the M&IE rate, plus the lodging cost based on the locality rate at which lodging was obtained if authorized/approved by the AO. Par. U4169. | 75% of the TDY locality M&IE rate. 1/ |

**Footnotes**

1/ GMR/PMR, a reduced per diem rate IAW pars. U4105-I and U4177 and the $3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any day the member is traveling. The PMR for deductible meals can apply on an interim travel day.

2/ Lodging tax is a separate reimbursable expense (APP G) in CONUS and in a non-foreign OCONUS area because lodging tax is not included in the applicable locality per diem lodging ceiling.

3/ For OCONUS travel the AO can determine that an IE of $3.50, in lieu of the TDY locality IE , is adequate for anticipated expenses. Regardless of at what location the member is lodged, the OCONUS IE rate of $3.50 may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.

4/ Lodging tax ***is not*** a separate reimbursable expense in a FOREIGN AREA because a lodging tax is included in the applicable FOREIGN AREA locality per diem lodging ceiling.

5/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a reimbursable expense (APP G) in addition to per diem/AEA when travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging ***in CONUS*** (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 Nights NTE $16, etc.). There must be expense; this is not an automatic payment.

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

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

7/ When a reduced per diem rate is authorized in the traveler's order IAW par. U4105-I or U4177, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

8/ The GMR applies if the AO specifies the GMR based on available GOV'T dining facility/mess at the installation to which the member is TDY. Pars. U4149-B, U4151-B, and U4400.

9/ The PMR applies if the AO specifies PMR based on 1-2 GOV'T meals available in a GOV'T dining facility/mess at the installation to which the member is sent TDY. Pars. U4149-B, U4151-B, and U4400.

10/ The PMR applies if the AO specifies the PMR for deductible meals. Par. U4165.

11/ Reimbursement for GOV'T QTRS cost is NTE the maximum locality lodging ceiling.

# 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 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 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 January1979.

**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 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:

| **EXAMPLE 1**<br>**AEA Single TDY location** | | | |
|---|---|---|---|
| AEA authorized for lodging and M&IE paid on a per diem basis.<br>***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%).*** | | | |
| **TDY Location Per Diem w/o AEA**<br>Maximum Per Diem - $150<br>Lodging - $99<br>M&IE - $51 | | **TDY Location Per Diem w/AEA**<br>AEA authorized NTE $450 ($150 x 300%)<br>Lodging NTE $399 ($450 - $51)M&IE - $51 | |
| **ITINERARY** | | | |
| **Date** | **Depart** | **Arrive** | **Lodging** |
| 10 Aug | Residence | TDY | $330.00 |
| 11-12 Aug | | At TDY Station, Lodging - $330/day x 2 days = | $660.00 |
| 13 Aug | TDY | Residence | |
| **REIMBURSEMENT**<br>(Denotes AEA computation) | | | |
| **Date** | **Computation** | | **Amount** |
| 10 Aug | $330 + [$51 x 75%] = $330 + $38.25 = | | $368.25 |
| 11-12 Aug | $330 + $51 = $381/day x 2 days = | | $762.00 |
| 13 Aug | $51 x 75% = $38.25 | | $38.25 |
| | | **Total Reimbursement** | **$1,168.50** |

**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, $131 ($85/ $46).
Location C – Lodging and M&IE paid on a per diem basis, $136 ($85/ $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%).***

| **TDY Location 'A' Per Diem w/o AEA** | **TDY Location 'A' Per Diem Rate w/AEA** |
|---|---|
| Maximum Per Diem - $221<br>Lodging - $150, M&IE - $71 | AEA authorized NTE $332.00 ($221 x 150% = $331.50 = $332)<br>Lodging NTE $261 ($332 - $71)<br>M&IE - $71 |

**ITINERARY**

| **Date** | **Depart** | **Arrive** | **Lodging** |
|---|---|---|---|
| 7 Sep | Residence | TDY, Location A | $170.00 |
| 8 Sep | | TDY, Location A | $170.00 |
| 9 Sep | TDY, Location A | TDY, Location B | $ 70.00 |
| 10 Sep | | TDY, Location B | $ 70.00 |
| 11 Sep | TDY, Location B | TDY, Location C | $ 75.00 |
| 12 Sep | TDY, Location C | Residence | |

**REIMBURSEMENT**
(Denotes AEA Computation)

| **Date** | **Computation** | **Amount** |
|---|---|---|
| 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 |
| | **Total Reimbursement** | **$860.50** |

**EXAMPLE 3**
**AEA Single TDY location**
**AEA authorized for lodging and M&IE**

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

| **CONUS TDY Location Per Diem w/o AEA** | **CONUS TDY Location Per Diem w/AEA** |
|---|---|
| Maximum Per Diem - $150<br>Lodging - $99, M&IE - $51 | 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) |

**ITINERARY**

| **Date** | **Depart** | **Arrive** | **M&IE** | **Lodging** |
|---|---|---|---|---|
| 10 Aug | Residence | En route/TDY | Dinner - $25 | $130.00 |
| 11 Aug | | At TDY Station | Breakfast - $6, Lunch - $10, Dinner - $24, | $130.00 |
| 11 Aug | | At TDY Station | Incidental Expense - IE - $5.50 | |
| 12 Aug | | At TDY Station | Breakfast - $15, Lunch - $20, Dinner - $40 | $130.00 |
| 12 Aug | | At TDY Station | Incidental Expense - IE - $4.50 | |
| 13 Aug | TDY | Residence | Breakfast - $5, Lunch $12 | |

| **Date** | **REIMBURSEMENT** (using AEA computation) | **Amount** |
|---|---|---|
| 10 Aug | $130 + $25 = | $155.00 |
| 11 Aug | $130 + $40 + $5.50 = | $175.50 |
| 12 Aug | $130 + $75+ $4.50 (M&IE is reduced to $76) = (Total M&IE is limited by maximum daily $76 AEA M&IE) | $206.00 |
| 13 Aug | $17 | $17.00 |
| | **Total Reimbursement** | **$553.50** |

# PART F: OCCASIONAL MEALS AND QTRS

## U4510 OCCASIONAL MEALS AND QTRS

A. General. A member is authorized reimbursement for meals and/or QTRS under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 ***and*** is in a status listed in par. U4510-A2.

1. Requirements

   a. Procure QTRS from commercial, GOV'T or non-appropriated fund sources;

   b. Use GOV'T QTRS and pay a service charge;

   c. Retain QTRS at a prior TDY location when the retention is authorized/approved by appropriate authority; or

   d. Procure meals from commercial or non-appropriated funds sources;

2. Status

   a. Par. U4102-D: Within PDS limits only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement;

   b. Par. U4102-E: TDY within the PDS local area (outside the PDS limits);

   c. Par. U4102-F: Round trips within 12 hours;

   d. Par. U4102-G: Members traveling together with no/limited reimbursement;

   e. Pars. U4102-J, U4102-K, and U4102-M: TDY or training duty aboard a ship;

   f. Par. U4102-L: Field duty;

   g. Pars. U4102-O and U4102-P: A member and/or straggler separated from others traveling together under an order directing no/limited reimbursement travel;

   h. Par. U4163: EUM;

   i. Par. U5108-C: Transportation mode directed to first duty station upon enlistment, reenlistment or induction;

   j. Par. U5120-D: PCS with TDY at a location near (but outside the limits of) the old or new PDS;

   k. Par. U7025: Travel incident to application processing;

   *l.* Par. U7125-E: Inpatient;

   m. Par. U7150-A: RC member travel; or

   n. Par. U7154-B7: Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no GOV'T QTRS or dining facility/mess are available.

B. Computation

1. QTRS

*a. The amount allowed is the member's QTRS cost NTE the maximum lodging amount within the per diem rate for the TDY locality.

b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, the AO may authorize under par. U4210 reimbursement in greater amounts for the occasional QTRS cost.

c. When a member is required to procure/retain unoccupied QTRS or to procure/retain QTRS at more than one location on any calendar day, reimbursement for the cost of such QTRS is in par. U4135.

*2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) as in pars. U4149-C or U4151-C1 based on the applicable per diem rate for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

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

## U4800 DEFINITIONS

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

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing JTF (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For this Part, the definition also includes the Coast Guard.

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy (APP A1, CONTINGENCY OPERATIONS).

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

E. TDY Options

***NOTE: Par. U1035 for continuation of the IE portion of the TDY per diem for a "hospitalized member," as defined under the OUSD(P&R) Memorandum, 15 May 08, and DoDFMR, Volume 7A, Chapter 13.***

1. General

a. The Combatant Commander/JTF Commander:

(1) Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;

(2) Determines the appropriate TDY option for all assigned personnel from all of the Services within the AOR which establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

(3) May delegate authority to a subordinate commander that directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and

(4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in orders. ***NOTE: JTF exercises must be field duty***.

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

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

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

(2) Are located in the Combatant Command's/JTF's AOR, but are not part of the Combatant Command/JTF.

2. Regular TDY

a. General. For regular TDY a member:

(1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (par. U2145-B for exceptions and waiver authority to the 180 day limit);

(2) Is reimbursed for lodging, M&IE in Ch 4, Part B or par. U4800-E2b*;* and

(3) Receiving the GMR while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes for par. U4151-B4 (e.g., if a TDY member travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). ***NOTE:* GMR and the $3.50 incidental rate do not apply on days the member is traveling into/out of an AOR.**

b. Temporary Dining Facilities – Combatant Command or JTF

(1) If a member consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for meals, the member is reimbursed the discount GMR plus an IE of:

(a) $5.00 in CONUS, or

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

(2) If the member's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized for that day (pars. U4149-C and U4151-C).

(3) If a Combatant Command/JTF member outside the AOR or en route to the AOR pays the meal rate IAW the DoDFMR (***http://www.dtic.mil/comptroller/fmr/12/ 12_19.pdf)***, reimbursement is IAW Ch 4, Part B.

c. Operational Deployment. A member on an operational deployment is on "regular" TDY (exceptions for exercises, par. U4800-E4).

3. Essential Unit Messing (EUM). EUM may be used for operational deployments when the following circumstances apply:

a. EUM may be required in a command/organizational unit when it:

(1) Enhances operational readiness,

(2) Enhances the conduct of military operations, or

(3) Is necessary for the effective conduct of training.

b. Designation of EUM is not applied to individual service members, but is applied to:

(1) Organizational units,

(2) Operational elements, or

(3) Detachments.

c. The member is provided GOV'T QTRS, and to maintain unit readiness, is required to use a GOV'T dining facility/mess.

d. The member is paid only the incidental portion of the daily M&IE rate.

4. Field Duty. During field duty (APP A1, FIELD DUTY) the member is:

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

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

c. Not paid per diem since everything, the cost of which is ordinarily reimbursed by per diem, is furnished at no additional cost to the member, i.e., at no cost that exceeds that which the member would normally incur at the PDS.

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

**TABLE 1**
**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

| TDY Option | Subsistence | Per Diem | Remarks |
|---|---|---|---|
| **SUBSIST ASHORE** | | | |
| Regular TDY | Commercial Lodging and Commercial Meals | Lodging and M&IE | Member Pays for Lodging and Meals |
| | GOV'T QTRS and GOV'T Meals - Permanent U.S. INSTALLATION | Lodging and M&IE | Member Pays for Lodging and GMR Full Meal Rate 1/ for GOV'T Meals |
| | GOV'T QTRS and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation | Lodging and M&IE | Member Pays for Lodging and for GOV'T Meals at GMR Discount Meal Rate 2/ |
| | GOV'T QTRS and Commercial Meals | Lodging and M&IE | Member Pays for Lodging and Meals |
| | Commercial QTRS and GOV'T Meals **(In AOR only)** | Lodging and M&IE | Member Pays for Lodging and Full Meal Rate for GOV'T Meals |
| EUM | GOV'T QTRS and GOV'T Meals Use is Essential for Training and Readiness Purposes | IE | |
| Field Duty | GOV'T QTRS, M&IE Provided | None | |
| **SUBSIST ABOARD GOV'T VESSEL 3/** | | | |
| TDY | GOV'T QTRS and GOV'T Meals | None | |

**FOOTNOTES:**

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

2/ GMR Discount Meal Rate = Food costs only.

3/ Member/employee deployed who is ordered to subsist ashore ("Subsist Ashore" (above table) for order type and payment guidelines.)

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

# SECTION 1: GENERAL

## U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A1).

## U5305 ELIGIBILITY

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

## U5310 BASIC ALLOWANCES

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

1. The GOV'T's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. U5310-B) in one lot between authorized places at the GOV'T 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program (DP3) business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***. HHG authorized locations for PCS are in par. U5390-B, and TDY in par. U4780.

2. A "former PDS" in par. U5310 includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

   a. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and

   b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

4. Example of a Combination of Orders HHG Computation

   a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6, 000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.

   b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

   c. The member may ship NTE 8,000 lbs. at GOV'T expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. U5340.

5. HHG transportation includes SIT unless specifically prohibited (par. U5375).

6. Cases involving mobile home allowances are IAW par. U5330-F and Ch. 5, Part F.

7. ***UB weight is part of the member's authorized HHG weight allowance.*** The maximum weight of UB transported by any mode, at GOV'T expense, is 2,000 lbs. (net), excluding the weight of PBP&E; if PBP&E is transported with UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the member's financial responsibility. UB transportation by an expedited mode is IAW par. U5320-B.

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

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

***Effective for an order issued on/after 1 October 2007***
B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization

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

b. No general policy statements are permitted; and

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

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

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

***NOTES:***

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

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

***a. The death(s) of all of the member's dependent(s), or***

***b. A divorce that leaves the member with no dependent(s) eligible to travel at GOV'T expense,***

***the member has the weight allowance of a member "with dependents".***

***3. A Uniformed Services member appointed from an:***

***a. Enlisted/warrant officer grade to a commissioned officer grade, or***

***b. Enlisted grade to a warrant officer grade or rating,***

***is authorized the grade's weight allowance:***

***a. Held on the member's PCS order effective date used for HHG transportation, or***

***b. From which an appointment was accepted,***

***whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:***

***a. On the member's PCS order effective date then being used for HHG transportation, or***

***b. Before reversion,***

***whichever is greater.***

***4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:***

***a. 17,000 lbs. with dependents or,***

***b. 14,000 lbs. without dependents.***

***for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.***

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

1. A member is authorized PBP&E (APP A definition) transportation IAW the Agency/Service regulations, when the member certifies the PBP&E as necessary for official duty and the Service agrees. As long as all of the PBP&E meet the PBP&E definition, PBP&E weight may not be constrained.

2. The Secretarial Process for each Service may authorize a member an additional weight allowance NTE 500 lbs. for PBP&E (APP A) that belongs to the member's spouse when on a PCS.

3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310- B or UB limit in par. U5320-B.

4. When an item no longer qualifies as PBP&E, it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.

5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.

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

D. Additional Consumable Goods

1. A member, assigned to a PDS designated in APP F 1 is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.

2. The consumable goods must be for the member's and/or dependents' personal use.

3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.

4. Procedures for adding a location to the list are contained in APP F2.

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

F. Excess Cost for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG. Excess cost computation determination procedures, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG can be found on the USTRANSCOM website under DP3 business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***.

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

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

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

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

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

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

1. Origin:

a. From QTRS to packing/crating facility and/or to place of storage;

b. From packing/crating facility to QTRS, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

c. From packing/crating facility to place of storage;

d. To carrier's station from QTRS, packing/crating facility, and/or place of storage.

2. En route or in transit, such as from:

a. Incoming carrier's station to place of storage;

b. Place of storage to outgoing carrier's station;

c. Incoming carrier's station to outgoing carrier's station.

3. Destination from:

a. Carrier's station to QTRS and/or place of storage;

b. Place of storage to QTRS.

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

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

1. May be shipped in the same manner as PBP&E (par. U5310-C),

2. ***Does not include a modified POV***, and

3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under Title 10, USC.

**U5315 ADMINISTRATIVE WEIGHT LIMITATION**

A. General

1. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the weight allowances table in this Part), are Service-established for specific locations using par. U5315-B weight allowances. ***Services are encouraged to coordinate to ensure uniformity of allowances among all Services.***

2. Specified administrative weight limitation locations are subject to the conditions in Service regulations.

3. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization

1. GOV'T-Owned Furnishings Provided. On a PCS to/from a Service-designated OCONUS PDS at which GOV'T-owned furnishings are provided for QTRS, a member is limited to HHG transportation to the PDS of 2,500 lbs. (net) or 25% (net) of the weight allowance in par. U5310-B, whichever is greater, inclusive of the amount transported as UB IAW par. U5310-A7.

2. Accompanied Tour in Korea. The limitation for a member serving an accompanied tour in Korea (except Chinhae and Osan which are full JFTR weight allowance locations) is 50% (net) of the weight allowance in par. U5310-B. See par. U5315-C for other exceptions.

3. Member Married to Member. If both spouses are members, the following situations apply:

a. Both Members Currently Assigned to Same PDS, and New Orders are to the Same PDS. When both members are assigned to the same OCONUS area at which they jointly occupy a residence, and their new orders are both to the same PDS at which they will jointly occupy a residence, they are limited to one administrative weight allowance (50% if Korea, except Chinhae and Osan) based on the higher ranking member's weight allowance.

b. Both Members Currently Assigned to Same PDS, but New Orders are to Different PDSs. When both members are currently assigned to the same PDS but the new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance (50% if Korea except Chinhae and Osan).

c. Members Currently Assigned to Different PDSs, but New Orders are to the Same PDS. When both members are currently assigned to different PDSs but the new orders are to the same PDS, each member is individually authorized an administrative weight allowance (50% if Korea except Chinhae and Osan).

***In all PDS situations, each member is individually authorized UB transportation, PBP&E (par. U5310-C), and required medical equipment (par. U5310-L).***

C. Exceptions

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

a. Shipments from non-foreign OCONUS areas to any location at which there is no administrative weight limitation;

b. A member with a weight allowance of less than 2,500 lbs.; or

c. A member on duty as a U.S. Defense Attaché.

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

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

a. The member is assigned to a COT from an unrestricted weight area to an administratively HHG weight limited area;

b. The member extends a tour for one year or longer within the same weight limited area;

c. Upon departure from an administratively weight-limited area if additional furnishings were acquired through marriage after the member was assigned to the weight limited area (***NOTE: A member who acquires a dependent, after the PCS order effective date to an administratively weight-limited OCONUS PDS, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that PDS***.); or

d. Circumstances exist that would cause undue hardship if the administrative weight limit was enforced.

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

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

**U5317 HHG TRANSPORTATION DISALLOWED**

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

HHG transportation authorization does not exist for a member:

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

2. On leave;

3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H;

4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H);

5. Under an order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);

6. Called/ordered to active duty for basic training for less than 6 months (par. U5345-B2);

7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;

8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

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

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

**U5319 FUNDS ADVANCE**

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

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.

2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. U5320-D2a.

3. 60% of the monetary allowance under par. U5320-D2b.

**PAGE LEFT BLANK INTENTIONALLY**

# SECTION 5: LOCAL SHORT DISTANCE MOVES

## U5355 LOCAL SHORT DISTANCE MOVES

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances (unless otherwise noted in par. U5355) are authorized within the same city, town, or metropolitan area upon:

1. Reassignment or PCS (par. U5355-B),
2. Moving to/from GOV'T QTRS or privatized housing (par. U5355-C),
3. Vacating local economy housing under certain circumstances (par. U5355-D1),
4. Involuntary tour extension (par. U5355-D2),
5. Separation (par. U5360-F and par. U5355-B4),
6. Retirement (pars. U5365-G and U5355-B4), or
7. Death of the midshipman or cadet owner (par. U5370-E).
8. Foreclosure on Leased on Rental Housing (par. U5355-D3).

B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2, U5355-B3 and U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS - NOT A PCS

   a. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DOD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:

      (1) Mission essential,

      (2) In the GOV'T's best interest, and

      (3) Not primarily for the member's convenience.

   b. The short distance HHG move must be to a residence from which the member will commute daily.

***NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. Par. U5355-B also does not apply to retirement or separation from the Service.***

2. PCS between PDSs Located in Proximity

   a. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

      (1) Mission essential,

      (2) In the GOV'T's best interest, and

(3) Not primarily for the member's convenience.

b. Permanent duty stations are in proximity to each other if:

*(1) Both are in an area ordinarily serviced by the same local public transit system, or

(2) A member could commute daily from home to either PDS.

c. The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

4. Separation from the Service or Retirement

a. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town (intra-city), or metropolitan area (inter-city) is authorized when a member is:

(1) Separated from the Service or relieved from active duty as prescribed in par. U5360, or

(2) Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

b. This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to GOV'T/GOV'T-controlled QTRS or Privatized Housing Assignment/ Termination. Pars. U5355-C1, U5355-C2 and U5355-C3 apply worldwide to every member, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to par. U5355-C. For NTS information incident to GOV'T/GOV'T-controlled QTRS or privatized housing occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate GOV'T/GOV'T-controlled QTRS or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from GOV'T QTRS

a. A member is authorized a short distance HHG move, between GOV'T QTRS and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

(1) Assignment to GOV'T QTRS to use idle housing,

(2) Vacating GOV'T QTRS (e.g., authorization/order, unfit for occupancy, some unusual Service operational requirement), or

(3) Reassignment to GOV'T QTRS when the conditions in par. U5355-C1a(2) have been rectified or alleviated.

b. The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the GOV'T for all excess costs. ***A short distance HHG move, incident to moving to/from GOV'T QTRS, is not authorized to accommodate a member's personal problems, convenience, or morale.***

2. Moving from GOV'T-controlled QTRS. When a member, occupying QTRS under a Service's jurisdiction (other than GOV'T QTRS), is directed by competent authority to vacate the QTRS because the QTRS are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS. If vacating the QTRS is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

3. Moving to/from Privatized Housing

a. A member is authorized a short distance HHG move, between privatized housing and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

(1) Assignment to privatized housing to use idle housing,

(2) Vacating privatized housing (e.g., an authorization/order, unfit for occupancy, some unusual Service operational requirement), or

(3) Reassignment to privatized housing when the conditions in par. U5355-C3a(2) have been rectified or alleviated.

b. The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the GOV'T for all excess costs. ***A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.***

D. Short Distance Move and NTS Incident to Vacating Local Economy QTRS

1. Member Directed by Competent Authority to Vacate Local Economy QTRS

a. A member is authorized a short distance HHG move, at GOV'T expense, from local economy QTRS to other local economy QTRS (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the QTRS for the GOV'T's convenience.

b. Example: When the member is directed by competent authority to vacate local economy QTRS because the commander has:

(1) Determined the member's residence does not meet Service health/sanitation standards, or

(2) Placed the housing area/complex "off-limits".

c. Except as noted in par. U5355-D2, when a member moves from local economy QTRS as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement (52 Comp. Gen. 293 (1972)).

d. For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy QTRS Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). When the member relocates during the extended tour, a short distance move is authorized:

a. To other local economy QTRS,

b. From NTS to GOV'T or economy QTRS. (For NTS, see par. U5380-G2b.)

3. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord. An Armed Forces member who relocates, or whose dependent relocates, from leased or rented private housing by reason of a foreclosure action against the landlord is authorized a short distance HHG move. ***This provision does not apply if a member and/or dependent is the homeowner.*** The HHG move authority is to another dwelling from which the member is to commute daily to the PDS (or at a location at which the dependent resides). The PCS HHG weight limitations in par. U5310-B apply. Before this authority is used, a member is encouraged to exhaust remedies available under the Service members Civil Relief Act (50 USC, App 531) and state law.

# SECTION 3: SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

## U6005 SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT

A. Purpose. A safe haven evacuation allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. ***A member is not authorized any safe haven evacuation allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.*** However, all other dependents listed in par. U6001-A, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/DESIGNATED PLACE, are authorized safe haven evacuation allowances, even though no longer command-sponsored.

***NOTES:***

***1. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.***

***2. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.***

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven evacuation allowance computed using the 'Lodgings-Plus' computation method for each day they are in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see APP A PER DIEM definition and Ch 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, NTE the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the 'Lodgings-Plus' computation method described in Ch 4, Part B, applies to an evacuated command-sponsored dependent and a dependent student. ***If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored dependent and dependent student is authorized the safe haven evacuation allowance M&IE portion even if not authorized the safe haven evacuation allowance lodging portion for any given day. See the computations in par. U6005-G. ***GOV'T dining facility/mess or open mess availability/use has no effect on safe haven evacuation allowances for a dependent even though the dependent may or does use such facilities without charge.*** A safe haven evacuation allowance payable under par. U6005 may be paid in advance as in par. U6013-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6005-B2a above, safe haven evacuation allowances authorized in par. U6005 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or

(2) Member dies (see par. U6001-A).

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date dependents depart the safe haven for the PDS or DESIGNATED PLACE (or convert the safe haven to a DESIGNATED PLACE); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long- term lease and a lease without a military clause while at a safe haven and/or a DESIGNATED PLACE. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/DESIGNATED PLACE and is then authorized to return to the PDS or move to a DESIGNATED PLACE, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven evacuation allowance lodging portion for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. U6004-D or U6005-F to a safe haven or DESIGNATED PLACE;

2. A member's OCONUS PDS to a safe haven or DESIGNATED PLACE;

3. One safe haven to another safe haven;

4. A safe haven to a DESIGNATED PLACE, or;

5. A safe haven or DESIGNATED PLACE to return to member's OCONUS PDS; the safe haven evacuation allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

*1. Safe Haven Evacuation Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven evacuation allowances for any of those 30 days the command-sponsored dependent is authorized safe haven evacuation allowances. The safe haven evacuation allowance is computed as shown in the par. U6005-G examples, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized the full evacuation allowance amount, while a dependent under age 12 is authorized a safe haven evacuation allowance NTE 50%

of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent and/or the Secretary Concerned for a non-DoD Service member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent under par. U6005-B2) at:

*a. 60% of the locality per diem rate for the area for a dependent age 12 and older, and

*b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and IE exceed the reduced rate amount). The specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC Chief, requesting an increased safe haven evacuation allowance rate. Requests must contain the actual daily cost figures for lodging, meals and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

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

Sent via message to: SECDEF WASHINGTON DC//DTMO//,

Sent via facsimile to: PDTATAC at COML 703/696-7890, DSN 312/426-7890

Or e-mailed to pdtatac-tt@dtmo.pentagon.mil

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven evacuation allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Evacuation allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. U6005-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances as in par. U6005-D1 for NTE 180 consecutive days begin again on the new safe haven arrival date. If at the dependent's or member's request a dependent is authorized to travel between:

a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or

b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not

completed within one day, safe haven evacuation allowances for the travel day(s) are paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. U6005-D1.

a. The maximum 180-consecutive-day period authorized in par. U6005-D1,

b. The date the dependent departs the safe haven for the DESIGNATED PLACE (or converts the safe haven to a DESIGNATED PLACE), or

c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. Safe Haven Evacuation allowances - Termination when an Evacuated Dependent Is Directed to Move to a DESIGNATED PLACE. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a DESIGNATED PLACE and move thereto if the dependent selects other than the safe haven location as the DESIGNATED PLACE. The requirement to select a DESIGNATED PLACE is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement directing the relocation to a DESIGNATED PLACE must specify the date on which safe haven evacuation allowances terminate for a dependent ordered to relocate from the safe haven to a DESIGNATED PLACE. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ ordered, is at a safe haven thereat and is authorized the safe haven evacuation allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. U5260-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. U6004-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authorization terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

a. Would have otherwise returned under par. U5260-D from the member's PDS,

b. Departs the safe haven to return to school to resume class attendance there, or

c. Starts attending classes at school,

whichever occurs earliest.

7. Safe Haven Evacuation Allowances when Away from Safe Haven. Safe haven evacuation allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe

haven location under par. U6005-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. Dependent student (at the safe haven under par. U6005-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances while at a DESIGNATED PLACE. When a command-sponsored dependent or a dependent student selects a DESIGNATED PLACE and moves there, or converts the safe haven location to a DESIGNATED PLACE, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings, M&IE while locating and establishing such residence. While at a DESIGNATED PLACE, a dependent who:

1. Moves to a DESIGNATED PLACE is authorized safe haven evacuation allowances as in par. U6005-D.

2. Converts the safe haven to a DESIGNATED PLACE, or a dependent student who converted the school location to a DESIGNATED PLACE, is authorized safe haven evacuation allowances as in par. U6005-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. U6005-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven evacuation allowance begins on the dependent's initial arrival date at the DESIGNATED PLACE or the date their safe haven is converted to a DESIGNATED PLACE. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted, but safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the DESIGNATED PLACE as in par. U6005-D for a safe haven. The Secretarial Process may approve safe haven evacuation allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, M&IE.

F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to reimbursement by the GOV'T (i.e., it was not intended to issue a port call for that dependent's travel);

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and

3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a DESIGNATED PLACE;

*is authorized safe haven evacuation allowances based on the locality per diem rate for the area concerned, computed as shown in par. U6005-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authorization to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6005-C and U6005-D apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

***NOTES:***

***1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.***

***2. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven evacuation allowances.***

***3. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in a foreign OCONUS area is not separately reimbursable. It is part of the per diem rate used in safe haven evacuation allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.***

***4. OCONUS locality rates include an amount for laundry/dry cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or DESIGNATED PLACE.***

**EXAMPLE 1**

A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging tax (8%). The maximum locality per diem rate was $127 ($66/ $61).

(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. U6005-D1:

Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate ($127), which in this case is $61 for M&IE and NTE $66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.

| | M&IE | Max Lodging | Total |
|---|---|---|---|
| Member's spouse: | $61.00 | $66 | $127.00 |
| Child (age 12 or older) | $61.00 | $66 | $127.00 |
| Child (under age 12) | $30.50 ($61.00 x 50%) | $33 ($66 x 50%) | $63.50 |
| Max daily amount payable for the 3 dependents' costs: | $152.50 | $165 | $317.50 |

(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), ($152.50 for M&IE and NTE $165 for lodging), as follows:

| | |
|---|---|
| M&IE: | $152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.) |
| Lodging: | $70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($165) that may be reimbursed. A lodging receipt is required for this amount.) |
| Daily Amount: | $222.50 (Daily amount that is payable to dependents (within the maximum $317.50 established in (a) for the three dependents' costs incurred for the first 30 days) |
| Lodging Tax: | $5.60 |
| Total: | $228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days) |

*(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

| | M&IE | Max Lodging | Total |
|---|---|---|---|
| Member's spouse: | $36.60 ($61 x 60%) | $39.60 ($66 x 60%) | $76.20 |
| Child (over age 12 or older) | $36.60 ($61 x 60%) | $39.60 ($66 x 60%) | $76.20 |
| Child (under age 12) | $18.30 ($61 x 30%) | $19.80 ($66 x 30%) | $38.10 |
| Max daily amount payable for the 3 dependents' costs: | $91.50 | $99 | $190.50 |

(d) Determine the actual total daily amount for payment for the 31st to the 180th days, within the maximum amounts shown in (c) ($91.50 for M&IE and NTE $99 for lodging), as follows:

| | |
|---|---|
| M&IE: | $91.50 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.) |
| Lodging: | $70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($99) that may be reimbursed. A lodging receipt is required for this amount.) |
| Daily Amount: | $161.50 (Daily amount that is payable to dependents (within the maximum $198.50 established in (c) for costs incurred by the three dependents on 31st to 180th days) |
| Lodging Tax: | $5.60 |
| Total: | $167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31st to the 180th days) |

**EXAMPLE 2**

*A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Max locality per diem rate for the safe haven location was $84 ($44/ $40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. U6005-D1):

Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50 percent of the rate.

| | **M&IE** | **Max Lodging** | **Total** |
|---|---|---|---|
| Member's spouse: | $40 | $44 | $84 |
| Child (over age 12) | $40 | $44 | $84 |
| Child (under age 12) | $40 | $44 | $84 |
| Child (under age 12): | 20<br>($40 x 50%) | $22<br>($44 x 50%) | $42 |
| Max daily amount payable for the 4 dependents' costs: | $140 | $154 | $294 |

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

| | |
|---|---|
| M&IE: | $140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.) |
| Lodging: | $104 (This is the actual daily amount ($52 + $52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.) |
| Total: | $244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days) |

*(c) Beginning on the 31st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

(d) Beginning on the 31st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

| | **M&IE** | **Max Lodging** | **Total** |
|---|---|---|---|
| Member's spouse: | $24<br>($40 x 60%) | $26.40<br>($44 x 60%) | $50.40 |
| Child (over age 12) | $24<br>($40 x 60%) | $26.40<br>($44 x 60%) | $50.40 |
| Child (over age 12) | $24<br>($40 x 60%) | $26.40<br>($44 x 60%) | $50.40 |
| Child (under age 12) | $12<br>($40 x 30%) | $13.20<br>($44 x 30%) | $25.20 |
| Max daily amount payable for the 4 dependents' costs: | $84 | $92.40 | $176.40 |

(e) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84 for M&IE and up to $92.40 for lodging), as follows:

| | |
|---|---|
| M&IE: | $84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.) |
| Lodging: | $92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.) |
| Total: | $176.40 (The actual daily amount paid for the four dependents on the 31st to the 180th days) |

***NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60 per day is payable to cover the lodging costs.***

**EXAMPLE 3**

*A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6005-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate for the CONUS location at that time was $192 (136/ $56).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. U6005-D1):

Each dependent age 12 years or older is authorized safe haven evacuation allowances NTE the full per diem rate ($192), which in this case is $56 for M&IE and NTE $136 for lodging.

| | **M&IE** | **Max Lodging** | **Total** |
|---|---|---|---|
| Member's spouse: | $56 | $136 | $192 |
| Child (over age 12) | $56 | $136 | $192 |
| Max daily amount payable for the 2 dependents' costs: | $112 | $272 | $384 |

(b) The actual total daily amount, within the maximum amounts shown in (a) ($112 for M&IE and NTE $272 for lodging), that may be paid for first 30 days is determined as follows:

| | |
|---|---|
| M&IE: | $112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.) |
| Lodging: | $0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. U6005-B1)). |
| Total: | $112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days) |

*(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

| | **M&IE** | **Max Lodging** | **Total** |
|---|---|---|---|
| Member's spouse: | $33.60 ($56 x 60%) | $81.60 ($136 x 60%) | $115.20 |
| Child (over age 12) | $33.60 ($56 x 60%) | $81.60 ($136 x 60%) | $115.20 |
| Max daily amount payable for the 2 dependents' costs: | $67.20 | $163.20 | $230.40 |

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $163.20 for lodging), as follows:

| | |
|---|---|
| M&IE: | $67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.) |
| Lodging: | $0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)). |
| Total: | $67.20 (The actual daily amount paid for the two dependents' costs on the 31st to the 180th days) |

**EXAMPLE 4**

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their CONUS DESIGNATED PLACE.

The dependents shared a hotel room at the DESIGNATED PLACE and incurred a lodging cost of $150 plus $18.75 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the DESIGNATED PLACE. Safe haven evacuation allowances at the DESIGNATED PLACE begin on the arrival date at that place (15 August) and continue to 2400 on the day they occupied the permanent residence. See par. U6005-E. The maximum locality rate at the arrival point at the time of travel was $139 ($78/ $61). The maximum locality rate at the DESIGNATED PLACE was $207 ($141/ $66).

(a) The maximum safe haven evacuation allowances that may be paid for the member's three dependents for 14 August while they traveled to the DESIGNATED PLACE and while they remained overnight at the arrival point (par. U6005-E):

| Depart (14 Aug) | Arrive (14 Aug) | Overnight Lodging | Depart (15 Aug) | Arrive (15 Aug) |
|---|---|---|---|---|
| OCONUS PDS | POE CONUS | CONUS arrival point. Incurred a lodging cost of $75 plus $9 lodging tax (12%) | CONUS arrival point | Designated Place |

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($139), which in this case is $61 for M&IE and NTE $78 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

| | **M&IE** | **Max Lodging** | **Total** |
|---|---|---|---|
| Member's spouse: | $61.00 | $78 | $139.00 |
| Child (age 14) | $61.00 | $78 | $139.00 |
| Child (age 9): | $30.50 ($61.00 x 50%) | $39 ($78 x 50%) | $69.50 |
| Max daily amount payable for the 3 dependents' costs: | $152.50 | $195 | $347.50 |

(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($152.50 for M&IE and NTE $195 for lodging) for payment for the travel period to the DESIGNATED PLACE via the CONUS arrival point on 14 August.

The dependents are authorized 75% of the M&IE for travel on 14 August ($152.50 x 75% = $114.38).

| | |
|---|---|
| M&IE: | $114.38 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.) |
| Lodging: | $75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum ($195) that may be reimbursed. A lodging receipt is required for this amount.) |
| Lodging Tax: | $9 |
| Total: | $198.38 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.) |

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the DESIGNATED PLACE through the day the permanent residence was occupied as follows. See par. U6005-E:

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($207), which in this case is $66 for M&IE and NTE $141 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

| | **M&IE** | **Max Lodging** | **Total** |
|---|---|---|---|
| Member's spouse: | $66 | $141 | $207 |
| Child (age 14) | $66 | $141 | $207 |
| Child (age 9): | $33 ($66 x 50%) | $70.50 ($141 x 50%) | $103.50 |
| Max daily amount payable for the 3 dependents' costs: | $165 | $352.50 | $517.50 |

(d) The actual total daily amount, within the maximum amounts shown in (c) ($165 for M&IE and NTE $352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:

| | |
|---|---|
| M&IE: | $165 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.) |
| Lodging: | $150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($352.50) that may be reimbursed. A lodging receipt is required for this amount.) |
| Daily amount: | $315 (The daily amount that is payable to dependents within the maximum $352.50 established in (c) for the three dependents' costs for 27 days) |
| Lodging Tax: | $18.75 |
| Total: | $333.75 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the DESIGNATED PLACE for 27 days (27 days x $333.75/day = $9,011.25)). |

## U6006 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A. Purpose. A local travel allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel.

B. When Payable. A local travel allowance is:

1. Authorized to be paid when a dependent is receiving safe haven evacuation allowances and has not taken delivery of a POV transported to the DESIGNATED PLACE under par. U6008.

2. Paid at a rate of $25/day/family group, regardless of the number of dependents, and no receipts are required.

C. When Not Payable. ***An allowance under par. U6006 may not be paid for any day that reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.***

**PAGE LEFT BLANK INTENTIONALLY**

# SECTION 3: SAFE HAVEN ALLOWANCE

## U6054 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. U6050-A, including a dependent who turned 21 while at the safe haven/DESIGNATED PLACE, are authorized safe haven evacuation allowances.

***NOTE:***

***1. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging reimbursement.***

***2. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.***

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the 'Lodgings-Plus' computation method for each day the dependent is in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. APP A PER DIEM definition and Ch 4, Part B for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. U4129-E applies. ***That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative***. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. Computations in par. U6054-G. ***GOV'T dining facility/mess or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge.*** Par. U6054 safe haven evacuation allowances may be paid in advance as in par. U6060-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven evacuation allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. U6050-A.

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date the dependent departs the safe haven for the PDS or DESIGNATED PLACE (or converts the safe haven to the DESIGNATED PLACE); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a DESIGNATED PLACE. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/DESIGNATED PLACE and is then authorized to return to the PDS or move to a DESIGNATED PLACE, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. U6054-D or par. U6054-F to a safe haven or DESIGNATED PLACE;

b. A member's CONUS PDS to a safe haven or DESIGNATED PLACE;

c. One safe haven to another safe haven;

d. A safe haven to a DESIGNATED PLACE, or;

e. A safe haven or DESIGNATED PLACE to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. U6054-C1, to a dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

*1. Safe Haven Evacuation Allowances Payable. A safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. U6054-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary Concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/ or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. U6052-D) at:

a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (par. U6052) may direct a dependent to move between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. U6054-D1. A dependent, who is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven) receives safe haven evacuation allowances in par. U6054-D1 for NTE 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

(a) Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or

(b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) is paid under par. U6054-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. U6054-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a DESIGNATED PLACE. A dependent at a safe haven is expected to comply promptly with the requirement to select a DESIGNATED PLACE and move thereto, if the dependent selects other than the safe haven location as the DESIGNATED PLACE. The requirement to select a DESIGNATED PLACE is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement to relocate to a DESIGNATED PLACE must specify the date on which safe haven evacuation allowances terminate for a dependent directed to relocate from the safe haven to a DESIGNATED PLACE. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location under par. U6054-D5, who is absent from the safe haven for

personal reasons, is authorized a continuation of safe haven evacuation allowances during such absences provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a DESIGNATED PLACE. When a dependent selects a DESIGNATED PLACE and move there, or converts the safe haven to a DESIGNATED PLACE, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings and M&IE while locating and establishing such residence. While at a DESIGNATED PLACE, a dependent who:

1. Moves to a DESIGNATED PLACE is authorized safe haven evacuation allowances as in par. U6054-D.

2. Converts the safe haven to a DESIGNATED PLACE, is authorized safe haven evacuation allowances as in par. U6054-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. U6054-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the DESIGNATED PLACE or the date the safe haven is converted to a DESIGNATED PLACE. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted. The safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the DESIGNATED PLACE using par. U6054-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to GOV'T reimbursement,

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a DESIGNATED PLACE

*is authorized safe haven evacuation allowances at the applicable per diem rate for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6054-C and U6054-E apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for

computing safe haven evacuation allowances:

***NOTES:***

****1. The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.***

***2. Lodging tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to safe haven evacuation allowances.***

***3. Lodging tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in a foreign OCONUS area is not a reimbursable expense. It is part of the per diem rate used in safe haven evacuation allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.***

***4. OCONUS locality per diem includes laundry/dry-cleaning/pressing of clothing cost. CONUS locality per diem does not include laundry/dry-cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or DESIGNATED PLACE.***

**EXAMPLE 1**

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was $100 plus $11.50 for lodging tax (11.5%). The applicable maximum locality rate was $146 ($90/ $56).

**(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. U6054-D1.**

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($146), which in this case is $56 for M&IE and NTE $90 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

| | M&IE | | Max Lodging | | Total |
|---|---|---|---|---|---|
| Member's spouse: | $56 | | $90 | | $146 |
| Child (age 12 or older) | $56 | | $90 | | $146 |
| Child (under age 12) | $28 | $56 x 50% | $45 | $90 x 50% | $73 |
| Max daily amount payable for the 3 dep: | $140 | | $225 | | $365 |

**(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) ($140 for M&IE and NTE $225 for lodging), as follows:**

| | | |
|---|---|---|
| M&IE: | $140 | The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required. |
| Lodging: | $100 | This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum ($225) that may be reimbursed. A lodging receipt is required for this amount. |
| Daily Amount: | $240 | Daily amount that is payable to the dependents within the maximum $365/day established in (a) for the three dependents for each of the first 30 consecutive days. |
| Lodging Tax: | $11.50 | |
| Total: | $251.50 | Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days. |

**(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:**

| | M&IE | | Max Lodging | | Total |
|---|---|---|---|---|---|
| Member's spouse: | $33.60 | $56 x 60% | $54 | $90 x 60% | $87.60 |
| Child (age 12 or older) | $33.60 | $56 x 60% | $54 | $90 x 60% | $87.60 |
| Child (under age 12) | $16.80 | $56 x 30% | $27 | $90 x 30% | $43.80 |
| Max daily amount payable for the 3 dep: | $84.00 | | $135 | | $219.00 |

**(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($84.00 for M&IE and NTE $135 for lodging), as follows:**

| | | |
|---|---|---|
| M&IE: | $84.00 | The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required. |
| Lodging: | $100 | This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum ($135) that may be reimbursed. A lodging receipt is required for this amount. |
| Daily Amount: | $184.00 | The daily amount that is payable to dependents within the maximum $219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days. |
| Lodging Tax: | $11.50 | |
| Total: | $195.50 | The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day. |

**EXAMPLE 2**

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was $226 ($155/ $71).

**(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. U6054-D1.**

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($226), which in this case is $71 for M&IE and up to $155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

| | M&IE | | Max Lodging | | Total |
|---|---|---|---|---|---|
| Member's spouse: | $71 | | $155 | | $226 |
| Child (12 or older) | $71 | | $155 | | $226 |
| Child (12 or older) | $71 | | $155 | | $226 |
| Child (under 12) | $35.50 | $71 x 50% | $77.50 | $155 x 50% | $113 |
| Max daily amount payable for the 4 dep: | $248.50 | | $542.50 | | $791 |

**(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and NTE $542.50 for lodging), as follows:**

| | | |
|---|---|---|
| M&IE: | $248.50 | The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required. |
| Lodging: | $220 | The actual daily lodging cost for the 4 dependents ($110 + $110) (not including lodging tax), which is less than the max ($542.50) that may be reimbursed. A lodging receipt is required for this amount. |
| Daily Amount: | $468.50 | Daily amount paid to the dependents within the maximum $791 established in (a) for the 4 dependents' costs for the first 30 consecutive days. |
| Lodging Tax: | $19.80 | $9.90 + $9.90 |
| Total: | $488.30 | Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days. |

**(c) Beginning on the 31st consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:**

| | M&IE | | Max Lodging | | Total |
|---|---|---|---|---|---|
| Member's spouse: | $42.60 | $71 x 60% | $93 | $155 x 60% | $135.60 |
| Child (12 or older) | $42.60 | $71 x 60% | $93 | $155 x 60% | $135.60 |
| Child (12 or older) | $42.60 | $71 x 60% | $93 | $155 x 60% | $135.60 |
| Child (under 12) | $21.30 | $71 x 30% | $46.50 | $155 x 30% | $67.80 |
| Max daily amount payable for the 4 dep: | $149.10 | | $325.50 | | $474.60 |

**(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and NTE $325.50 for lodging), as follows:**

| | | |
|---|---|---|
| M&IE: | $149.10 | The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required. |
| Lodging: | $220 | The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost. |
| Daily Amount: | $369.10 | Daily amount paid to dependents within the maximum $474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days. |
| Lodging Tax: | $19.80 | $9.90 + $9.90 |
| Total: | $388.90 | Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31st through the 180th consecutive days. |

**EXAMPLE 3**

A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6054-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. U6054-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was $186 ($130/$56).

**(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. U6054-D1,**

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is $186 ($130/ $56).

| | M&IE | | Max Lodging | | Total |
|---|---|---|---|---|---|
| Member's spouse: | $56 | | $130 | | $186 |
| Child (age 12 or older) | $56 | | $130 | | $186 |
| Max daily amount payable for the 2 dependents: | $112 | | $260 | | $372 |

**(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($112 for M&IE and NTE $260 for lodging), is determined as follows:**

| | | |
|---|---|---|
| M&IE: | $112 | The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required. |
| Lodging: | $0 | No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1). |
| Total: | $112 | The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days. |

**(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:**

| | M&IE | | Max Lodging | | Total |
|---|---|---|---|---|---|
| Member's spouse: | $33.60 | $56 x 60% | $78 | $130 x 60% | $111.60 |
| Child (age 12 or older) | $33.60 | $56 x 60% | $78 | $130 x 60% | $111.60 |
| Max daily amount payable for the 2 dependents: | $67.20 | | $156.00 | | $223.20 |

**(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $156for lodging), is determined as follows:**

| | | |
|---|---|---|
| M&IE: | $67.20 | The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required. |
| Lodging: | $0 | No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1). |
| Total: | $67.20 | The actual daily amount paid for the 2 dependents' costs on 31st to 180th consecutive days. |

**EXAMPLE 4**

Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a DESIGNATED PLACE.

The travel itinerary was as follows:
Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the DESIGNATED PLACE on 14 August. Remained overnight at the CONUS location; incurred lodging cost of $95 plus $11.40 lodging tax (12%).
Departed the CONUS location on 15 August. Arrived at the DESIGNATED PLACE on 15 August.

The dependents shared a hotel room at the DESIGNATED PLACE and incurred a lodging cost of $105 plus $13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the DESIGNATED PLACE. Safe haven evacuation allowances at the DESIGNATED PLACE begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. U6054-E. The maximum locality rate at the CONUS location en route, at the time of travel was $155 ($99/ $56). The maximum locality rate at the DESIGNATED PLACE was $161 ($110/ $51).

**(a) The maximum safe haven evacuation allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the DESIGNATED PLACE and while they remained overnight at the en route CONUS location (par. U6054-E):**

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($148), which in this case is $44 for M&IE and NTE $99 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

| | **M&IE** | | **Max Lodging** | | **Total** |
|---|---|---|---|---|---|
| Member's spouse: | $56 | | $99 | | $155 |
| Child (age 14) | $56 | | $99 | | $155 |
| Child (age 9) | $28 | $56 x 50% | $49.50 | $99 x 50% | $77.504 |
| Max daily amount payable for the 3 dependents: | $140 | | $247.50 | | $387.50 |

**(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($105 for M&IE and NTE $247.50 for lodging) for payment for the travel period to the DESIGNATED PLACE via the en route CONUS location on 14 August:**

The dependents are authorized 75% of the M&IE allowance for 14 August ($140 x 75% = $105).

| | | |
|---|---|---|
| M&IE: | $105 | The M&IE in this amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required. |
| Lodging: | $95 | Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max ($247.50). A lodging receipt is required for this amount. |
| Lodging Tax: | $11.40 | |
| **Total**: | **$212.28** | Actual amount (including lodging tax) paid to dependents for the 3 dependents' costs on 14 August. |

**(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. U6054-E.**

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($161), which in this case is $51 for M&IE and NTE $110 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

| | **M&IE** | | **Max Lodging** | | **Total** |
|---|---|---|---|---|---|
| Member's spouse: | $51 | | $110 | | $161 |
| Child (age 14) | $51 | | $110 | | $161 |
| Child (age 9) | $25.50 | $51 x 50% | $55 | $110 x 50% | $80.50 |
| Max daily amount payable for the 3 dependents: | $127.50 | | $275 | | $402.50 |

**(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($127.50 for M&IE and NTE $275 for lodging), is determined as follows:**

| | | |
|---|---|---|
| M&IE: | $127.50 | The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required. |
| Lodging: | $105 | The actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the max ($275) that may be reimbursed. A lodging receipt is required for this amount. |
| Daily Amount: | $232.50 | The daily amount that is payable to dependents within the maximum $402.50 established in (c) for costs incurred by the 3 dependents for 27 days. |
| Lodging Tax: | $13.13 | |
| Total: | $245.63 | The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the DESIGNATED PLACE for 27 days (27 days x $245.63 = $6,632.01). |

**PAGE LEFT BLANK INTENTIONALLY**

# PART G: RESERVE COMPONENT (RC) MEMBER TRAVEL

**U7150 ACTIVE DUTY WITH PAY** (48 Comp. Gen. 301 (1968))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, ***and***

2. With pay, ***and***

3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are ***not authorized*** for travel between the home/PLEAD and the place of active duty when:

a. Both are in the corporate limits of the same city/town;

b. The member commutes daily between home/PLEAD and the place of active duty; or

c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. U3500-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. U7150-B1b and U7150-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. U2600) for one round trip between the duty station ***and***:

a. Home,

b. Place of unit assignment, or

c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authorization

a. Circumstances. ICW par. U7150-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and GOV'T QTRS and/or a GOV'T dining facility/mess are unavailable.

b. Authorization. The member is authorized AEA for all meals and QTRS (par. U4510); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 3, Part F).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. U7150-E, for a:

a. Member performing AT duty when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available; or

d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

(1) Reimbursed for lodging service charges when transient GOV'T housing is occupied, or

(2) Provided lodging in kind.

b. ***Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.***

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

a. From the place the order is received/addressed to the place of physical examination (whichever is less), ***and***

b. *As directed in the order*:

(1) Return to the place the order is received/addressed, ***or***

(2) Proceed to the new PDS, ***or***

(3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. U7150-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 3 & 4) when the ADT period is fewer than 140 days ***at any one location*** (except par. U2146). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days ***at any one location*** (except par. U2146). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

(1) At the training location except when par. U7150-B or par. U7150-C applies; and

(2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

(1) At the training location when the duty is for 140 or more days at one location, or

(2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

***GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.***

3. Extension Examples. See par. U2146.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

(1) TDY travel and transportation allowances are payable (Ch 3 and Ch 4) when active duty for other than training is for 180 or fewer days ***at any one location*** (except par. U2146) including duty at multiple locations provided duty is 180 or fewer days at all locations.

(2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days ***at any one location***.). This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

(1) At the duty location except when par. U7150-B or U7150-C applies; and

(2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is ***not*** payable:

(a) At the duty location when the duty is for more than 180 days at one location, except as in pars. U7150-F2b(2) and U7150-F3, or

(b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. U2145-B for non-training active duty TDY exception.

***GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.***

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA are when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

(a) Unusual circumstances,

(b) Emergency circumstances,

(c) Contingency Operations, or

(d) Exigencies of the Service concerned,

3. Time Limitations. See par. U2145.

4. Extension Examples. See par. U2146.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. U7150-E2b(1).

**U7151 ACTIVE DUTY WITHOUT PAY**

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (10 USC §10216) on leave from technical employment and performing active duty without pay (5 USC §6323(d)) outside the U.S.

C. Others. Except as in par. U7151-B, an RC member who performs duty without pay (par. U7150) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or

2. Reimbursement for occasional meals and/or QTRS (par. U4510).

***The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

**U7152 INACTIVE DUTY TRAINING WITH PAY**

A. General. The following definitions apply to par. U7152:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.

2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. U3500-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. Inactive duty training at the :

(1) Training duty station,

(2) Drill site,

(3) Assigned unit city/town location,

(4) Local area of the assigned unit or home, or

b. Travel between home and the:

(1) Assigned unit (except in par. U7160),

(2) Unit training assembly place, or

(3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 3, Part F) for transportation expenses incurred on official business in and around the:

(1) Training duty station,

(2) Drill site, and/or

(3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x $0.51/mile = $10.20.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x $0.51/mile = $8.16.

C. Travel from Home/Assigned Unit to TDY Station

1. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authorization. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location F (assigned unit) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is ***not authorized*** travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance ***from the assigned unit*** to the alternate site minus the distance from home to the assigned unit.

Example**:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x $0.51/mile = $7.14.

F. Reimbursement of Service Charges for Transient GOV'T Housing Use

1. An RC member who occupies transient GOV'T housing (while performing inactive duty training ***with pay***) and is not authorized per diem/AEA, may be:

a. Reimbursed for lodging service charges, or

b. Provided lodging in kind.

2. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

**U7153 INACTIVE DUTY TRAINING WITHOUT PAY**

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform inactive duty training without pay is authorized travel and transportation allowances in par. U7152.

2. An RC member who occupies transient GOV'T housing (while performing inactive duty training ***without pay***) and is not authorized per diem/AEA, may be:

a. Reimbursed for lodging service charges, or

b. Provided lodging in kind.

3. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

**U7154 SROTC MEMBER**

A. Applicability. This par. applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.

2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. U7154-B3 and U7154-B4) for travel to and from installations:

a. For medical/other examinations,

b. To observe military functions/operations, or

c. For other observations deemed appropriate by the Service concerned.

3. Transportation and Meals. GOV'T/GOV'T-procured transportation and GOV'T-supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7154-B1 or U7154-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

(1) Home and the nearest appropriate public transportation terminal, and

(2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. U7154-B1 or U7154-B2 is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T-procured transportation and/or GOV'T-supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/QTRS is IAW par. U4510.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part B PCS allowances.

b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.

c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. U7001) for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.

b. For par. U7154-C, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.

c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part B PCS allowances for travel from the educational institution to the authorized home, or military station, or

b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

a. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part B PCS allowances.

b. The authorization is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

## U7155 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Ch 3 and Ch 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/ dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;

2. On inactive duty training;

3. On funeral honors duty;

4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7155-A1 through U7155-A3; or

5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

**U7156 FUNERAL HONORS DUTY** (10 USC §12503 or 32 USC §115)

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Chs 3 and 4 TDY travel and transportation allowances.

**U7157 COLA AND HOUSING ALLOWANCES**

A. COLA. See par. U9145.

B. Housing Allowances. See par. U10428.

**U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE**

***Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, through and including 31 December 2011.***

A. General

1. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation-related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.

2. For this par., 'outside the local commuting distance' is defined as the local travel area under par. U3500, but not less than 150 miles one-way by DTOD.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;

2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or

3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. 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***.

1. Transportation

a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

b. POC Transportation. Reimbursement is authorized for the actual expense incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel).

c. Limitations. Payment may not be on a commuted basis, such as a mileage allowance for transportation

costs.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.

*(2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

*(3) The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

## U7180 ALLOWANCE SUMMARY TABLES

| Table U7G-1<br>*This table is for informational purposes. *Actual allowances are in Ch 7, Part G.* | | |
|---|---|---|
| **RC PERSONNEL ON ACTIVE DUTY WITH PAY *(NOTE 1)*** | | |
| **SITUATION** | **TRANSPORTATION *(NOTES 2 and 3)*** | **PER DIEM *(NOTES 4 and 5)*** |
| Annual training duty ***(NOTE 6)*** | Ch 3 applies | Not authorized if GOV'T QTRS & dining facility/mess are available; otherwise Ch 4 applies |
| Involuntary training due to unsatisfactory participation in reserve commitments | Ch 3 applies | Not authorized if GOV'T QTRS & dining facility/mess are available |
| PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP) | Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the GOV'T city-pair carrier cost | Not authorized |
| Pipeline Student--newly enlisted member undergoing training | Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3 | Not authorized if GOV'T QTRS and dining facility/mess available |
| Member commutes, or is within the commuting area as designated by local commander | May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F | Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits) |
| ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location | Ch 3 applies | Ch 4 applies |
| Additional periods for 140 or more days for training or over 180 days for other than training | | If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty |
| Physical examination ICW active duty | Ch 5, Part B applies | Ch 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS |
| Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days | Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies | Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days |
| Active duty for more than 180 days at one location | Ch 5 applies | No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days |

TABLE U7G-1 NOTES:

1. Applies to an RC member called/ordered to active duty with pay under an 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 a periodic physical for a member on the TDRL (par. U7250).

2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.

3. An RC member may not be paid for commuting from home to duty--only one round-trip may be paid.

4. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

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

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

| Table U7G-2<br>*This table is for informational purposes. *Actual allowances are in Ch 7, Part G.* | | |
|---|---|---|
| **RC MEMBER ON ACTIVE DUTY WITHOUT PAY** | | |
| **SITUATION** | **TRANSPORTATION** | **PER DIEM**<br>***(NOTES 1 and 2)*** |
| Standby RC Member | Not authorized | Not authorized |
| Others performing duty without pay | Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate | Not authorized except occasional meals and/or QTRS may be authorized for travel days only. Par. U4510. |

TABLE U7G-2 NOTES:

1. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

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

| Table U7G-3<br>*This table is for informational purposes. *Actual allowances are in Ch 7, Part G.* | | |
|---|---|---|
| **INACTIVE DUTY TRAINING WITH OR WITHOUT PAY**<br>***(NOTES 1 and 2)*** | | |
| **SITUATION** | **TRANSPORTATION** | **PER DIEM** |
| TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located ***NOTE 3*** | 1. Not authorized - may be authorized reimbursement under Ch 3, Part 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 |
| TDY from home/assigned unit to other than the RC member's assigned unit | Ch 3 applies, limited to cost from member's assigned unit. | Ch 4 applies |
| TDY from a location other than home/assigned unit to other than the RC member's assigned unit | Ch 3 applies, limited to lesser cost from member's residence or home unit | Ch 4 applies |
| Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located | Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit | Not authorized |
| A Standby RC member voluntarily performing without pay | Not authorized | Not authorized |

TABLE U7G-3 NOTES:

1. For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.

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

3. Par. U7160 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**Table U7G-4**
***This table is for informational purposes. *Actual allowances are in Ch 7, Part G.***

**SENIOR RESERVE OFFICERS TRAINING CORPS MEMBER**
***(NOTES 1 and 2)***

| SITUATION | TRANSPORTATION | PER DIEM | REMARKS |
|---|---|---|---|
| Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate | Transportation is by GOV'T conveyance or GOV'T-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training. | No. GOV'T prepared meals or box lunches are furnished or meal tickets issued | 1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile.<br>2. Reimbursement on a mileage basis may be authorized to and from transportation terminals.<br>3. Payment may be authorized under par. U4510 at a delay point.<br>4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T-procured transportation plus meal tickets (minus cost of any such items used). |
| SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY | Par. U7001 applies | Par. U7001 applies | Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available |
| Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program | Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution | Ch 5, Part B applies | Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment |
| SROTC cadet or midshipman discharged from the Financial Assistance Program | Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station | Ch 5, Part B applies | If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized |
| SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force | Ch 5, Part B applies | Ch 5, Part B applies | From home or place ordered to active duty to the first PDS via any TDY en route |

TABLE U7G-4 NOTES:

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training member-- is authorized per diem.

2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

**Table U7G-5**
***This table is for informational purposes. *Actual allowances are in Ch 7, Part G.***

**MISCELLANEOUS**

| SITUATION | TRANSPORTATION | PER DIEM | REMARKS |
|---|---|---|---|
| Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while:<br>(1) on active duty for a period of 30 or fewer days; or<br>(2) on inactive duty training; or<br>(3) traveling directly to or from the place at which the member performs or has performed such duty. | Ch 3 applies | Ch 4 applies | Not authorized if the injury is a result of the member's gross negligence or misconduct |
| Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve | Not authorized; however, an allowance for Muster Duty is IAW DoDFMR, Volume 7A, par. 580105.A (*http://www.defenselink.mil/comptroller/fmr/*) | ***Not authorized*** | Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, Volume 7A, par. 580105.A (*http://www.defenselink.mil/comptroller/fmr/*) for the effective rate. |

**PAGE LEFT BLANK INTENTIONALLY**

# PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

## U7750 GENERAL

A. Application. This Part applies to the travel of an armed forces member (10 USC §101(4)) accompanying a Member of Congress and/or congressional employee under the authority in 31 USC §1108(g). DoDD 4515.12, ***http://www.dtic.mil/whs/directives/corres/pdf/451512p.pdf*** for DoD components.

B. Reimbursement. An armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. Transportation accommodations cost on the same class of service as used by the Member of Congress or congressional employee(s) that the armed forces member is accompanying, and

2. Per diem or actual expenses in an amount NTE the rate prescribed for the Member of Congress or congressional employee(s) that the armed forces member is accompanying;

provided the armed forces member's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned ***(pars. U3125-B3g and U3125-B4j).***

## U7751 DEFINITIONS OF TERMS

A. Member of Congress. For this Part, "Member of Congress" means a Member of the U.S. Senate or the House of Representatives, a Delegate to the U.S. House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

C. Secretary Concerned. For this Part, "Secretary Concerned" includes SECDEF for DoD Services and the Secretary of Homeland Security for the Coast Guard (when not operating as part of the Navy).

## U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

*When travel is authorized under 31 USC §1108(g), transportation service class, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified per diem rate, or an AEA without regard to any established per diem schedule.

## U7755 OTHER THAN ECONOMY/COACH CLASS CONGRESSIONAL TRAVEL APPROVAL CODES

Approval codes required on documentation for other than economy/coach class Congressional travel are first-class (FC), and business-class (BC) (Pars. U3125-B3g and U3125-B4j).

**PAGE LEFT BLANK INTENTIONALLY**

# PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

## U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

1. TRICARE Prime Enrollee

a. Conditions. The patient must be a TRICARE Prime enrollee referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office.

b. Mileage Determination. The Military Treatment Facility (MTF), at which the TRICARE Prime member is enrolled, or the Lead Agent (if the TRICARE Prime member is enrolled with a civilian PCM) determines if the specialty care is more than 100 miles from the PCM.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. U7960-A1a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2020).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

2. Retired Member with a Combat-Related Disability

a. Conditions. The patient must be a retired member with a combat-related disability, who is not a TRICARE Prime enrollee, referred by a primary care provider for follow-on specialty care, services and supplies, for that particular disability, more than 100 miles from the primary care provider's office.

b. Mileage Determination. The TRICARE Regional Office located in the region where the retiree resides determines if the specialty care is more than 100 miles from the primary care provider's office.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. U7960-A2a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2020).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by a primary care provider.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity/Health Plan Operations memo of 14 July 2009; and USD (P&R) memo of 31 August 2009.

B. Applicability

1. Authorized. Travel under this Part may be provided to a:

a. Covered beneficiary enrolled in TRICARE Prime; and/or

b. Retired member/dependents (IAW par. U7960-A) if the retiree/dependents are TRICARE Prime enrollee(s); and/or

c. Retired member ***with a combat-related disability***, who is not a TRICARE Prime enrollee.

2. Not Authorized. The following are not authorized travel under this Part:

a. Active duty members (par. U7252); and

b. Dependents overseas authorized travel under par. U5240-C.

C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.

a. GOV'T Transportation Used. When practicable, GOV'T transportation should be used.

b. GOV'T Transportation Not Used. When GOV'T transportation is not available, or is not practicable, patients may be transported by one of the following modes:

(1) GOV'T-procured commercial transportation, and/or

(2) Personally procured commercial transportation (par. U3120), and/or

(3) POC.

2. Reimbursement

a. Personally Procured Commercial Transportation Used. Reimbursement:

(1) Is authorized for the actual cost of the transportation used,

(2) Must not exceed the GOV'T's cost if GOV'T/GOV'T-procured transportation is available, and

(3) Is authorized for actual expenses incurred for the round-trip transportation cost between:

(a) Home and terminal, and

(b) Terminal and the specialty care provider facility, and

(c) The specialty care provider facility and lodging (for all trips the patient must make between these two places). The transportation mode used should be the least costly mode available that adequately meets the patient's needs.

b. POC Used. Reimbursement:

(1) 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) for the patient's round-trip travel between the transportation terminal, specialty care provider facility, and lodging.

(2) Must not exceed the GOV'T's cost if GOV'T/GOV'T-procured transportation is available.

c. GOV'T-Procured Transportation Used. Reimbursement is authorized for actual expenses incurred for the round-trip transportation cost between:

(1) Home and terminal, and

(2) Terminal and the specialty care provider facility, and

(3) The specialty care provider facility and lodging (for all trips the patient must make between these two places).

3. Reimbursement Limitation. Reimbursement may not be on a commuted basis, such as a mileage allowance for transportation cost ***(B-202964, 23 February 1982).***

D. Lodging and Meals

*1. Authorized Reimbursement. Reimbursement NTE the locality per diem rate for the location concerned is authorized for the actual cost of the patient's:

a. Lodging (including tax, tips, and service charges), and

b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (APP A). Lodging tax is:

*(1) Not included in the locality per diem lodging ceiling.

(2) A reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

b. Foreign OCONUS Locations (APP A). Lodging tax is:

*(1) Included in the locality per diem lodging ceiling.

(2) Not a reimbursable expense (APP G).

*E. Reimbursable Expenses. Reimbursement is not authorized for expenses not specifically authorized in par. U7960-D. ***Other expenses in APP G are not authorized.***

F. Administrative Provisions

1. An order authorizing/approving patient transportation to a specialist for medical care must cite par. U7960 as authority.

2. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW 10 USC §1074 must support the order.

**U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**

A. General. If a patient meets the par. U7960-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant.

B. Requirement. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.

C. Travel and Transportation Allowances. Allowances are authorized, as stated, for the following persons as an attendant:

1. Uniformed Member as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.

2. A Civilian Employee as an Attendant. A U.S. GOV'T civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.

3. Another Person as an Attendant

a. A person other than a uniformed member or U.S. GOV'T civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, is issued an ITA or included in the patient's order and identified as an attendant.

b. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D.

D. Reimbursement Limitation. The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).

E. Beneficiary Questions Regarding Non-Medical Attendant Allowance. A beneficiary with questions about the non-medical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

# CHAPTER 8

# COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA)
## *37 USC §403b*

### U8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area. An area is a high cost area for a fiscal year for Ch 8's purposes if the uniformed services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on 30 June of the year in which such fiscal year begins. ***SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.*** The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. The term "member with dependents" as used in Ch 8 means a member who is authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the with-dependent rate. ***The term does not include a member authorized BAH at the with-dependent rate solely on the basis of paying child support.***

C. Member without Dependents. The term "member without dependents" as used in Ch 8 means;

1. A member authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the without-dependent rate, and

2. A member authorized BAH at the with-dependent rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or

2. For an unmarried member, a dependent (APP A1 except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. The term "unaccompanied status" as used in Ch 8 means any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or during which all dependents return to, a CONUS location to establish a permanent residence.

### U8002 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under the law (37 USC §403b) and Ch 8. A member:

1. Assigned to a CONUS high cost area.

2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.

3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8016-B or U8016-C that:

a. The member's primary dependent must reside in a CONUS high cost area by reason of the member's PDS or other circumstances; and

b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's PDS.

For CONUS COLA purposes, a ship's or afloat staff's home port (not to be confused with PDS for non-sea duty organizations) to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship or afloat staff, regardless of BAH eligibility is eligible for CONUS COLA if otherwise qualified.

**U8004 RATE PAYABLE**

A. General

1. CONUS COLA must be paid to a member assigned to a PDS in a CONUS high cost area.

2. For a member with dependents whose dependents, under the circumstances in par. U8016, do not reside with the member at the PDS location CONUS COLA must be paid based on the primary dependent's location.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized a CONUS COLA. This authority exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the with-dependent rate and to the other at the without-dependent rate.

C. Member Assigned to a Ship or Afloat Staff. For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS. Ordinarily CONUS COLA based on the rate for the old home port stops on the day before the home port change effective date and CONUS COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship or afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions. A new member ordered to active duty is authorized CONUS COLA at the rate prescribed for a member:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,

2. With dependents - the member can elect the with-dependent rate for the PDS or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

***CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS based on law.***

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation or Retirement. CONUS COLA is paid during separation or retirement processing:

1. Based on the last PDS rate; or

2. Based on the primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or

3. Based on the CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

**U8006 CONUS COLA NOT PAYABLE**

CONUS COLA is not payable in the following cases. For:

1. The number of travel days authorized ICW a PCS (par. U5160); or

2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, par. U8038.

**U8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Ch 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command-sponsored dependent residing OCONUS with the member.*** If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence IAW par. U9105-B, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. U9130-A). On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

**U8010 MEMBER PAYING CHILD SUPPORT**

A member authorized:

1. BAH at the with-dependent rate based solely on child support payment; or

2. BAH-DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without-dependent rate.

**U8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN**

Generally, a divorced or legally separated member who is not identified in the divorce decree or legal separation agreement as the full-time legal custodial parent of a child or children of the marriage is not authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and

2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

***NOTES:***

***1. If the divorce or separation involves two service members, it is possible for both service members to be authorized CONUS COLA at the with-dependent rate. This is the case when each member-parent has physical custody of one or more children at the same time (Ch 10 - BAH).***

***2. In a case in which the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).***

## U8014 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in pars. U8014 and U8016, CONUS COLA authority at the rate prescribed for a particular PDS begins on the day the member reports to that PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8014, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but authority for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as in par. U8022, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or

2. Incident to a PCS to a new CONUS PDS with TDY en route at a location to which the member commutes from the permanent QTRS that will be occupied at the new PDS, is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

## U8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION

A. General

1. A member is authorized only one CONUS COLA.

2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship's or afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve payment of CONUS COLA based on the dependent's location through the Secretarial Process.

3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved

When the member is:

1. Assigned to a PDS in an area at which sufficient housing does not exist;

2. Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a CONUS designated place;

3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated incident to the home port change;

4. In receipt of a PCS order to a unit with a promulgated home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;

5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. U5355). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;

6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled for a duration of not to exceed one year; or

8. Directed (with dependent) to reside in GOV'T QTRS in a high cost area which is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. ***A personal election of either a member or primary dependent is not a consideration.***

D. Rates Applicable. ***NOTE: In par. U8016-D, the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. U5160.*** The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

**U8018 ACQUIRED DEPENDENT**

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), a CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. U8016, a member assigned at a CONUS PDS may request a CONUS COLA based on the dependent's location through the Secretarial Process, or

2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS. A dependent may visit the member at the PDS without changes to the CONUS COLA allowance. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence change. The CONUS COLA is changed to be based on the member's PDS location. If the dependent subsequently departs the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

| CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT | | | | |
|---|---|---|---|---|
| Table U8-1 | | | | |
| RULE | Member Assigned | Dependents Located | Dependent Located at or Near the PDS | Then |
| 1 | OCONUS | In CONUS | No | Start CONUS COLA at the with-dependent rate based on the dependent's location, as of the date acquired. |
| 2 | In CONUS | In CONUS | Yes | Change CONUS COLA to the with-dependent rate based on the PDS as of the date acquired. |
| 3 | | | No | Change CONUS COLA to the with-dependent rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired. |

## U8020 THE GOV'T DEFERS DEPENDENT TRAVEL

A. General. When the GOV'T defers dependent's travel at the GOV'T's expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new OCONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. When the GOV'T defers a dependent's travel at the GOV'T's expense to a member's new CONUS PDS pending housing availability, CONUS COLA may continue to be paid at the old PDS rate until the day before the member arrives at the new CONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. In cases in which the Secretarial Process previously authorized a CONUS COLA based on the dependent's location, that rate continues. Obtaining housing is the decision key for authority for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the 60-day time period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60-day period or a waiver has not been granted through the Secretarial Process, the CONUS COLA for the dependent's location terminates and the member is authorized a CONUS COLA for the PDS location.

C. Decision Logic Table

1. Table U8-2

| CHANGES WHEN THE GOV'T DELAYS DEPENDENT'S TRAVEL TO AN OCONUS PDS | | | | |
|---|---|---|---|---|
| **Table U8-2** | | | | |
| **RULE** | **Expected Travel Delay** | **Dependent Relocated at GOV'T Expense** | **Dependent Arrives within 60 Days of Travel Authority** | **Then** |
| 1 | More Than 60 Days but Less Than 20 Weeks | No | Yes | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | Stop CONUS COLA the day before the primary dependent's arrives at the new PDS |
| 2 | | | No | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | Stop CONUS COLA as of day 61. |
| 3 | 20 or More Weeks | No | Yes | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | Stop CONUS COLA the day before the primary dependent arrives at the new PDS. |
| 4 | | | No | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | Stop CONUS COLA as of day 61. |
| 5 | | Yes | Yes | Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| | | | | Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS. |
| 6 | | | No | Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel |
| | | | | Stop CONUS COLA as of day 61. |

2. Table U8-3

| CHANGES WHEN THE GOV'T DELAYS DEPENDENT'S TRAVEL TO A CONUS PDS | | | | | |
|---|---|---|---|---|---|
| **Table U8-3** | | | | | |
| **RULE** | **Expected Travel Delay** | **Dependent Relocated at GOV'T Expense** | **Dependent Arrives within 60 Days of Travel Authority** | **COLA for Depn's Location Authorized/ Approved by Secretarial Process?** | **Then** |
| 1 | The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks | No | Yes | Yes | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | | Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS. |
| | | | | | Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS. |
| 2 | | | No | | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | | Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin. |
| | | | | | Start CONUS COLA based on the new PDS as of day 61. |
| 3 | | | N/A | No | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| | | | | | Start CONUS COLA based on new PDS on the mbr's arrival date. |
| 4 | The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks<br><br>Or<br><br>the Old PDS is Outside the U.S. | No | Yes | Yes | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | | Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS. |
| | | | | | Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS. |
| 5 | | | No | | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. |
| | | | | | Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin. |
| | | | | | Start CONUS COLA based on the PDS as of day 61. |
| 6 | | | N/A | No | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| | | | | | Start CONUS COLA based on new PDS as of the mbr's arrival date. |
| 7 | | Yes | Yes | Yes | Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| | | | | | Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS. |
| | | | | | Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS. |
| 8 | | | No | | Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| | | | | | Stop CONUS COLA as of day 61 after travel is authorized to begin. |
| | | | | | Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61. |
| 9 | | | N/A | No | Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| | | | | | Start COLA based on the new PDS as the member's arrival date. |

## U8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authority in specific circumstances is as indicated in the following items. In instances of multiple dependent locations, CONUS COLA authority is based on the primary dependent's residence location. When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.

2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.

3. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.

4. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Decision Logic Tables

| MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR | | | |
|---|---|---|---|
| **Table U8-4** | | | |
| **RULE** | **If member** | **And** | **Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel** |
| **1** | is assigned to an unaccompanied tour at an OCONUS PDS | dependents retain their permanent residence in the CONUS | If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS. |
| | | | If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid. |
| | | | If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS. |
| **2** | | dependents relocate their permanent residence from the CONUS to another location in the CONUS at GOV'T expense | If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.) |
| | | | If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day. |
| | | | If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location.<br>Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location. |
| **3** | | dependents relocate their permanent residence from OCONUS to the CONUS at GOV'T expense | If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location. |
| | | | If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location. |
| | | | If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location. |
| **4** | | dependents relocate their permanent residence from the CONUS to an OCONUS location at GOV'T expense | If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS. |
| | | | If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival. |
| **5** | | dependents relocate their residence while the member is serving an unaccompanied tour at personal expense | The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process. |
| **6** | is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour | dependents continue to reside at same location | The primary dependent's permanent residence location. |
| **7** | is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S. | | The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS. |
| **8** | is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty | dependents are not OCONUS | Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate. |

## U8024 EARLY RETURN OF DEPENDENTS

A. Early Return at GOV'T Expense. When all of a member's dependents are returned from an OCONUS PDS at GOV'T expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

| CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS | | |
|---|---|---|
| Table U8-5 | | |
| RULE | Dependents Returned from OCONUS PDS | Then |
| 1 | Return Is at GOV'T Expense | Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date. |
| 2 | Return Is ***Not*** at GOV'T Expense | No authority to pay CONUS COLA. |

## U8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS. A member may be authorized a CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are ***routinely*** authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing does not exist;

2. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.

3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;

4. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;

5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. U5355). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for

purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination. In addition to the example situations in par. U8026-B1 through U8026-B7 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process. This decision may be kept at a higher level than those situations in pars. U8026-B1 through U8026-B7. ***A personal election of either a member or dependent for residing separately is not a consideration.***

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Table U8-6

**CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER**

**Table U8-6**

| RULE | Dependent Performs PCS Travel in Advance of the Member | New PDS Location | COLA for Dependent's Location Authorized/Approved by Secretarial Process? | Then |
|---|---|---|---|---|
| 1 | Old PDS In CONUS | New PDS In CONUS | Yes | Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for member's PCS travel. |
| 2 | | | No | Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS. |
| 3 | | New OCONUS PDS | Yes | Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. |
| 4 | | | No | Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| 5 | Old OCONUS PDS | New PDS In CONUS | Yes | Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| 6 | | | No | Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| 7 | | New OCONUS PDS | Yes/No | Table U10E-9. |

2. Table U8-7

| CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER<br>Table U8-7 | | | | |
|---|---|---|---|---|
| RULE | Dependent Performs PCS Travel after the Member | New PDS Location | COLA for Dependent's Location Authorized/ Approved by Secretarial Process? | Then |
| 1 | Old PDS In CONUS | New PDS In CONUS | Yes | Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived. |
| 2 | | | No | Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS. |
| 3 | | New OCONUS PDS | Yes | Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs. |
| 4 | | | No | Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |

## U8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member without dependents carried in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive the CONUS COLA to which authorized upon entering the missing status. If the dependent relocate, pay CONUS COLA appropriate for the dependent's location.

## U8030 MEMBER IN CONFINEMENT

A member in confinement who is authorized allowances is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

## U8032 MEMBER IN NON-PAY STATUS

CONUS COLA authority may be continued for the same period and under the same conditions as authority to BAH when a member is in a non-pay status (par. U10420). Payment is made directly to the dependent and not to the member, when the member's BAH is paid directly to dependent.

## U8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. Par. U8034 applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

## U8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Member with Dependents

1. CONUS COLA Continuation at the Member's PDS. A member, whose dependent is evacuated and who was

authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par. U8016-B or U8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in the CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

**U8038 RC MEMBER**

A. General. An RC member is not authorized a CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or

2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the location of the place of primary residence beginning on the first active duty day. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authority at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

| RC MEMBER<br>Table U8-8 | | | | |
|---|---|---|---|---|
| **RULE** | **If member is** (NOTES 1 and 2) | **PCS HHG Transport Authorized** | **Duty in Support of Contingency Operation** | **Then** |
| 1 | Called/Ordered to Active Duty for 140 or More Days | Yes | No | *Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| **2** | | | Yes | *Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS. |
| **3** | | No | No | Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| **4** | | | Yes | Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |
| **5** | Called/Ordered to Active Duty for Less than 140 Days | No | No | No authority to pay CONUS COLA. |
| **6** | | | Yes | *Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. |

**NOTES:**

1. A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.

*2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is 140 or more days and PCS HHG are not authorized, CONUS COLA based on the primary residence continues or would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence(if currently authorized) would stop the day before the modification/ amendment and CONUS COLA for the PDS would begin on the modification date or CONUS COLA based on the PDS would continue.

**PAGE LEFT BLANK INTENTIONALLY**

# SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

## U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. U9160-B and U9160-C.

2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day, but for lodging only. M&IE remains at the ordinary percentages.

3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. U5113) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5105-C, U5105-D, U5201-A1a, and U5201-A1b. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

*B. Temporary Lodging Not Available at PDS. When GOV'T/commercial temporary lodgings are not available at the PDS and the member must obtain GOV'T/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. U9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. U9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a GOV'T Contractor. When a GOV'T contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of GOV'T contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of QTRS charge paid.

D. Temporary Lodging Occupied in Facilities under GOV'T Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's QTRS, under GOV'T jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of QTRS at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

*__Step 1__: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

| Number of Eligible Persons Occupying Temporary Lodging | Percentage 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% |

a. Use the above applicable percentage for both lodging and M&IE unless:

1. A TLA – Special has been authorized for lodging. See par. U9195.

2. Temporary lodgings are not available at the PDS. See par. U9185-B.

3. Permanent GOV'T QTRS are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.

4. Temporary QTRS contain cooking facilities. See par. U9185-G.

5. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

b. When computing the applicable percentage for a:

1. Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See example #7;

2. Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%).;

3. Member-married-to-member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. U9185-E, as shown in Examples 5 and 6.

c. Exception occurs when temporary lodgings are not available at the PDS, while renovating GOV'T QTRS, or when permanent QTRS lack a stove and/or refrigerator. See par. U9185-F.

__Step 2__: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost, including lodging tax or value added tax (VAT) certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. U9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.

b. Lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. U2510; and par. U9157 for TLA advances.

c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

**Step 3**: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U91850-H and U9195 (TLA – Special).

F. TLA while GOV'T QTRS Are Being Renovated, or if GOV'T QTRS Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:

a. Occupy GOV'T QTRS while the kitchen is being renovated, or

b. Occupy GOV'T QTRS/private sector housing during utility loss, or

c. Initially occupy permanent GOV'T QTRS/private sector housing without a stove and/or refrigerator and meals cannot be prepared.

2. Determine TLA by multiplying the par. U9185-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary QTRS Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.

2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

| **EXAMPLE 1** |
|---|
| ***NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.*** |
| *A member, with command-sponsored spouse, is assigned to an OCONUS location. The locality per diem rate is $150 ($76/ $74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day. The temporary accommodations do not have facilities for preparing and eating meals. The actual lodging expense is $114/night, including lodging tax. |
| 4/2 – The member is advised upon reporting to aggressively seek permanent GOV'T QTRS/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days. |
| 4/11 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent QTRS/housing is reviewed, and the member complied with the JFTR and OCONUS TLA Authority requirements. TLA is extended for another 10-day period. |
| 4/21 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent QTRS on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations. |
| TLA Computation for 1 April. Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April IAW par. U9185-A3. |

| **TLA COMPUTATION FOR 2-10 APRIL** | |
|---|---|
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>100% x $74 = $74<br>100% x $76 = $76 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $114 vs. $76<br>$76 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay $150/day. | $74 + $76 = $150<br>$150/day x 4 days = $600 |
| **TLA COMPUTATION FOR 11-14 APRIL** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>100% x $74 = $74<br>100% x $76 = $76 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $114 vs. $76<br>$76 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay $150/day. | $74 + $76 = $150<br>$150/day x 9 days = $1,350 |
| **TLA COMPUTATION FOR 15-17 APRIL** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>100% x $74 = $74<br>100% x $76 = $76 |
| 2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result. | $74 divided by 2 = $37<br>$74 - $37 = $37 |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $114 vs. $76<br>$76 |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.<br>Pay $113/day. | $37 + $76 = $113<br>$113/day x 3 days = $339 |
| **TLA COMPUTATION FOR 18-20 APRIL** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>100% x $74 = $74<br>100% x $76 = $76 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $114 vs. $76<br>$76 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay $150/day. | $74 + $76 = $150<br>$150/day x 3 days = $450 |

| **EXAMPLE 2** | |
|---|---|
| ***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.** | |
| *A member, with spouse, is assigned to a ship with an OCONUS home port. The locality per diem rate is $132 ($66/ $66). The member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary GOV'T QTRS. The temporary accommodation does not have facilities for preparing and eating meals. The actual lodging expense is $98 per night, including lodging tax. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent QTRS on 10/11. | |
| 10/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days. | |
| 10/6 – The member submits a lodging expense report of $490 ($98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of $490 ($98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period. | |
| **TLA COMPUTATION FOR 1-5 OCTOBER** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>65% x $66 = $42.90<br>65% x $66 = $42.90 |
| 2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a per diem status. See par. U9160-C. | $98 divided by 2 = $49 |
| 3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $49 vs. $42.90<br>$42.90 |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount.<br>Pay $85.80/day. | $42.90 + $42.90 = $85.80<br>$85.80/day x 5 days = $429 |
| **TLA COMPUTATION FOR 6-10 OCTOBER** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>100% x $66 = $66<br>100% x $66 = $66 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $98 vs. $66<br>$66 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay $132/day. | $66 + $66 = $132<br>$132/day x 5 days= $660 |

| **EXAMPLE 3** | |
|---|---|
| ***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.** | |
| *A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals. The locality per diem rate is $150 ($76/ $74). The lodging expense is $138 per night, including lodging tax. | |
| **TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | <br>150% x $74 = $111<br>150% x $76 = $114 |
| 2. Reduce the Step 1 M&IE by one-half due to cooking facilities. | $111 x 50% = $55.50 |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $138 vs. $114<br>$114 |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.<br>Pay $169.50/day. | $55.50 + $114 = $169.50<br>Pay $169.50 for each day |

| **EXAMPLE 4** | | |
|---|---|---|
| ***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.** | | |
| *Member-married-to-member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night, including lodging tax. | | |
| 4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days. | | |
| 4/11 – Each member submits a separate lodging expense report of $570 ($114÷2/day, including tax = $57) for shared temporary lodging. Moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days). | | |
| **TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging** | | |
| Temporary Lodging without facilities for Preparing and Consuming Meals | | |
| (A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.) | | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | Member 1<br>65% x $74 = $48.10<br>65% x $76 = $49.40 | Member 2<br>65% x $74 = $48.10<br>65% x $76 = $49.40 |
| 2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.<br>2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | $48.10 x 100% = $48.10<br>(2a) | $48.10 x 100% = $48.10<br>(2b) |
| 3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser. | $49.40 vs. $57.00<br>$49.40 | $49.40 vs. $57.00<br>$49.40 |
| 4. Add the Step 1 M&IE to the Step 3 lodging amount.<br>Pay each member $97.50/day. | $48.10 + $49.40 = $97.50<br>$97.50 x 10 = $975.00 | $48.10 + $49.40 = $97.50<br>$97.50 x 10 = $975.00 |

| **EXAMPLE 5** | | |
|---|---|---|
| ***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.** | | |
| *A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate is $160 ($86/ $74). | | |
| 4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days. | | |
| 4/11 – Each member submits a separate lodging expense report of $850 ($170 per day including lodging tax divided in half, $85) for shared temporary lodging. They moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days). | | |
| **TLA COMPUTATION FOR A MEMBER-MARRIED-TO-MEMBER COUPLE WITH DEPENDENTS IN SEPARATE TEMPORARY LODGINGS** | | |
| Preparation and Cooking Facilities are Available for Each Member | | |
| (A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.) | | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging | Member 1 with one dependent<br>100% x $74 = $74<br>100% x $86 = $86 | Member 2 with one dependent<br>100% x $74 = $74<br>100% x $86 = $86 |
| 2. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available. | $74 x 50% = $37 | 74 x 50% = $37 |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $85 vs. $86<br>$85 | $85 vs. $86<br>$85 |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount.<br>Pay each member $122 per day. | $37 + $85 = $122<br>$122 x 10 = $1,220 | $37 + $85 = $122<br>$122 x 10 = $1,220 |

| **EXAMPLE 6** | | |
|---|---|---|
| ***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.** | | |
| *A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75). | | |
| 4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days. | | |
| 4/11 – Each member submits a separate lodging expense report of $1,200 ($120/day including tax) for shared temporary lodging. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days). | | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging<br>Total | Member 1 w/2 dependents over 12<br>135% x $75 = $101.25<br>135% x $125 = $168.75<br>$101.25 + $168.75= $270 | Member 2 w/2 dependents under 12<br>125% x $75 = $93.75<br>125% x $125 = $156.25<br>$93.75 + $156.25 = $250 |
| 2a. Member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | $101.25 x 100% = 101.25 | |
| 2b. Member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | | $93.75 x 100% = $93.75 |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $168.75 vs. $120<br>$120 | $156.25 vs. $120<br>$120 |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount. | $101.25 + $120 = 221.25 | $93.75 + $120 = $213.75 |
| 5. Pay the lesser of Step 1 and Step 4. | $221.25 | $213.75 |
| 6. Multiply the Step 5 amount by the number of authorized TLA days (10). | $221.25/day x 10 days = $2,212.50 | $213.75/day x 10 days = $2,137.50 |
| 7. Total Amount Paid to Each Member | $2,212.50 | $2,137.50 |

| **EXAMPLE 7** | |
|---|---|
| ***NOTE*: Per diem rates used in this example may not be current, and are for illustrative purposes only.** | |
| *A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120 per room per night, including lodging tax. | |
| 4/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days. | |
| 4/11 – The member submits a lodging expense report of $2,400 ($120/room per day including tax) for two rooms. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days). | |
| **TLA COMPUTATION INVOLVING MULTIPLE DEPENDENTS (par. U9185-H, *NOTE 2*)** | |
| (When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12). | |
| 1. Determine the maximum rates (applicable percentage x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%)<br>M&IE<br>Lodging<br>Total | <br><br><br>220% x $75 = $165<br>220% x $125 = $275<br>$165 + $275= $440 |
| 2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | $165 x 100% = $165 |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | $275 vs. $240<br>$240 |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount. | $165 + $240 = $405 |
| 5. Pay the lesser of Step 1 and Step 4. | $405 |
| 6. Multiply the Step 5 amount by the number of authorized TLA days (10). | $405/day x 10 days = $4,050 |
| 7. Total Amount Paid | $4,050 |

| **EXAMPLE 8** | | |
|---|---|---|
| ***NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.*** | | |
| *A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $377 ($250/ $127). | | |
| The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days. | | |
| The member submits a lodging expense report of $2,250 ($225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent QTRS on Day 11. | | |
| **TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY** | | |
| This example is for travel performed by common carrier or transportation-in-kind. | | |
| PCS M&IE paid (par. U5113) = | | $285.75 |
| TLA paid for 10 days of TLA (par. U9185-A3) | $225 + $7,413.75 = | $7,638.75 |
| When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program | | |
| **DAY 1**<br>PCS travel day M&IE | | |
| Member | Full Rate | $127.00 |
| Spouse | $127 x 75% | $95.25 |
| Child under 12 | $127 x 50% | + $63.50 |
| TOTAL | | $285.75 |
| TLA (lodging only) | | |
| Member, spouse, and dependent (under 12) | $250 x 125% = $312.50 (limited to $225) | $225.00 |
| **DAYS 2 – 10** | | |
| Step 1 | M&IE ($127 x 125%) =<br>Lodging ($250 x 125%) =<br>Total = | $158.75<br>+ $312.50<br>$471.25 |
| Step 2 | Compare the actual lodging cost including tax ($225) against Step 1 ($312.50), pay the lesser amount | $225.00 |
| Step 3 | Add M&IE and lodging ($158.75 + $225) = | $383.75 |
| Step 4 | Compare steps 1 and 3 totals. Pay the lesser amount. $383.75/day x 9 days = | $3,453.75 |

| **EXAMPLE 9** | |
|---|---|
| ***NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.*** | |
| *A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $268 ($152/ $116). The lodging expense is $145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is $25. | |
| **TLA Computation with Currency Conversion Fees Included** | |
| 1. Determine the maximum rates (applicable percentage x locality rate).<br>M&IE<br>Lodging<br>International Transaction (currency conversion) Fee | <br>100% x $116= $116<br>100% x $152 = $152<br>$25 ÷ 5 = $5 |
| 2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) ($145 + $5 = $150) to the Step 1 maximum lodging rate. Use the lesser. | $150 vs. $152<br>$150 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount.<br>Pay $266/day. | $116 + $150 = $266<br>$266/day x 5 days = $1,330 |

**PAGE LEFT BLANK INTENTIONALLY**

# SECTION 7: TLA SPECIAL

**U9195 TLA-SPECIAL**

***TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the PDTATAC, Chief.***

A. General. The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9185-E generally are adequate for TLA reimbursement given that TLA is not intended to cover 100% of the costs. However, these percentages, when applied to the locality per diem rate lodging ceiling, may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a forthcoming special event. Examples of one-time special events that may warrant a TLA-Special include:

1. Natural or man-made disasters (including the disaster aftermath),
2. Summit meeting,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

TLA's purpose is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and is not intended, and must not be allowed to be used, for a member's personal enrichment.

B. Requirements. ***Commands must send requests before the fact (i.e., before the days on which the higher rate is needed)*** and must include the event dates (the dates for which a TLA-Special is required), hotel prices before and anticipated during the event stated in U.S. currency from at least 5 to 7 different hotels located in the affected area, the number of authorized travelers and dependents' ages, locations affected, recommended lodging amount(s), and documentation indicating the forthcoming special event occurrence. (47 Comp. Gen. 129 (1967) & B-161396, 3 May 1976)

C. Submission Process. Three submission options are available to member's command to request TLA-Special authorization in advance of the requested dates.

1. Email: From the command by email to ***tla.specials@dtmo.pentagon.mil***
2. Fax: COML: (703) 696-7890, DSN: (312) 426-2945
3. Mail:
   Per Diem, Travel and Transportation Allowance Committee
   ATTN: Regulations Branch
   4601 North Fairfax Drive, Suite 800
   Arlington, VA 22203-1546

D. Limitations. TLA-Special cannot be approved after the days on which the higher TLA rate is needed have passed regardless of the circumstances. ***No action is taken on a TLA-Special request received after the dates for which the TLA-Special rate is needed.***

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA-Special. See par. U9150, ***NOTE 1***.

2. TLA-Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port awaiting arrival of the ship to which assigned. See par. U9160-C2. TLA-Special may be authorized for the accompanying dependents if authorized by the PDTATAC Chief.

3. TLA-Special is terminated the day after the date a member voluntary refuses adequate GOV'T QTRS for personal convenience or reasons (e.g., building or purchasing a home).

E. TLA Examples. The percentages (see par. U9185-E, Step 1) for the M&IE portion of TLA remain at the locality per diem level in all the examples.

***NOTE: Locality per diem rates used in the examples may not be the rates currently in effect and are for illustration purposes only.***

**TLA-SPECIAL EXAMPLE 1**

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary lodging 1-20 September before moving into a permanent dwelling 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

*The lodging expense is $650 per night for 1-5 September and $300 per night for 6-20 September. The locality per diem rate is $269 ($186/ $83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

| **TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER** | |
|---|---|
| ***PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September.*** | |
| 1. Determine maximum rates (given percent x locality rate).<br>M&IE (150% is the 'normal' summary percentage for the four people)<br>Lodging (this is 150% + 75% + 75% + 75%) | <br>150% x $83 = $124.50<br>375% x $186 = $697.50 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount, $650 vs. $697.50. | $650.00 |
| 3. Add thee Step 1 M&IE to the selected Step 2 lodging amount, $124.50 + $650 = $774.50. Pay $774.50/day. | $774.50/day x 5 days = $3,872.50 |
| **TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER** | |
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging | <br>150% x $83 = $124.50<br>150% x $186 = $279.0 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $300 vs. $279. | $279.00 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $124.50 + $279.00 = $403.50. Pay $403.50/day. | $403.50/day x 15 days = $6,052.50 |

## TLA-SPECIAL EXAMPLE 2

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. The member uses 2 temporary commercial lodging rooms to accommodate the family size.

*The commercial lodging rate is $200/night (including tax) for each room which does not contain facilities for preparing and consuming meals. The locality per diem rate is $269 ($186/ $83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

| **TLA-SPECIAL COMPUTATION WHEN MULTIPLE ROOMS ARE USED** | |
|---|---|
| ***PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.*** | |
| 1. Determine maximum rates (given percent x locality rate).<br>M&IE<br>Lodging | <br>160% x $83 = $132.80<br>375% x $186 = $622.5 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $400 vs. $622.50. | $400 |
| 3. Add Step M&IE to selected Step 2 lodging amount, $132.80 + 400 = $532.80. Pay $532.80/day. | $532.80/day x 5 days = $2,664 |

## TLA-SPECIAL EXAMPLE 3

A member married to member couple, each under a PCS order to the same OCONUS PDS, asks the receiving command(s) to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

*The commercial lodging rate is $200/night (including tax) which does not contain facilities for preparing and consuming meals. Each member's lodging cost is $100, half the room rate. The locality per diem rate is $180 ($125/ $55).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

| **TLA-SPECIAL COMPUTATION FOR A MEMBER MARRIED TO MEMBER COUPLE W/O DEPENDENTS SHARING TEMPORARY LODGING FACILITIES** | | |
|---|---|---|
| ***PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of $100.00 because a member w/o dependent is limited to 65% of the lodging.*** | | |
| | **MEMBER 1** | **MEMBER 2** |
| 1. Determine maximum rates (given percent x locality rate).<br>M&IE<br>Lodging | <br>65% x $55 = $35.75<br>65% x $100 = $65 | <br>65% x $55 = $35.75<br>65% x $100 = $65 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount for each member of $65 vs. $100. | $65 | $65 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $35.75 + $65 = $100.75. Pay $100.75/day. | $100.75/day x 5 days = $503.75 | $100.75/day x 5 days = $503.75 |

## TLA-SPECIAL EXAMPLE 4

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA-Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

*The temporary commercial lodging rate is $225/night (including tax) which does not contain facilities for preparing and consuming meals. The locality per diem rate is $270 ($195/ $75).

***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.***

TLA-Special lodging per diem reimbursement is limited to $146.25/night for five days based on 65% of the temporary ceiling lodging rate of $225.

| **TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT** | |
|---|---|
| ***PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of $177.00 because a member w/o dependent is limited to 65% of the lodging.*** | |
| 1. Determine maximum rates (given percent x locality rate).<br>M&IE<br>Lodging | <br>65% x $75 = $48.75<br>65% x $225 = $146.25 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $225 vs. $146.25. | $146.25 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $48.75 + $146.25 = $195. Pay $195/day. | $195/day x 5 days = $975 |

# PART A: GENERAL INFORMATION

## U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or

2. Federal civilian employees, including dependents, authorized a living QTRS allowance or COLA (in non-foreign OCONUS locations); and/or

3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130C), 2000 Navy Pentagon, Washington, DC 20350-2000;

3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

4. Air Force - Through appropriate command channels to: HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745;

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;

6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. GOV'T QTRS. GOV'T QTRS include:

1. U.S. GOV'T owned or leased sleeping accommodations or family-type housing;

2. Lodging or other QTRS obtained by U.S. GOV'T contract;

3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;

4. Sleeping or housing facilities furnished by a foreign government on the GOV'T's behalf;

5. QTRS in a state-owned National Guard camp.

For BAH, GOV'T QTRS do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. GOV'T housing that has been privatized is, by definition (APP A1), no longer GOV'T housing.

2. The Service Secretary determines which privatized housing is suitable for use as military family housing.

3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to GOV'T QTRS.

4. Par. U10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. U10004 and U10006);

2. Overseas Housing Allowance (OHA) (pars. U10020 – U10032);

3. Family Separation Housing (FSH) (par. U10016);

4. Basic Allowance for Housing Differential (BAH-Diff) (par. U10008);

5. Partial Basic Allowance for Housing (Partial BAH) (par. U10010);

6. Transit Rate (BAH-T) (par. U10012); and

7. RC Rate (BAH-RC) (par. U10014).

**U10002 HOUSING ALLOWANCE**

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost-reimbursement based allowance. The authorization depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. U10010) or BAH-Diff (par. U10008), a housing allowance is not paid to a member assigned to adequate GOV'T QTRS (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH- Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all Uniformed Services' members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination-in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K1, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without-dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without-dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. GOV'T QTRS. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for GOV'T QTRS).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA ***eligibility*** starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367 (APP K).

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authorization stops:

a. On the day the member's OHA lease terminates, or

b. On the day before the member departs in compliance with a PCS order, or

c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. U10002-E3 below for exception), or

d. Upon assignment to GOV'T QTRS.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

| DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS | | |
|---|---|---|
| **Table U10A-1** | | |
| **Rule** | **If a member:** | **then BAH or OHA at the with-dependent rate begins on the date: /1** |
| **1** | enlists, or is called to EAD | of enlistment or entry on active duty, if the member is not assigned GOV'T QTRS for the member and dependents on that date. |
| **2** | is appointed to commissioned/warrant officer status | active duty pay begins, if the member is not assigned GOV'T QTRS for the member and dependents on that date. |
| **3** | occupies GOV'T QTRS with dependents and QTRS assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order | of QTRS assignment termination or PCS departure date, unless dependents continue to occupy the QTRS. If definite QTRS assignment was not required, then BAH or OHA begins the date QTRS are vacated. |
| **4** | occupies GOV'T QTRS with dependents and the QTRS are declared inadequate | on which designation of inadequacy of QTRS is effective, if the member and dependents continue to occupy such QTRS. |
| **5** | acquires a dependent (marriage, birth, adoption, etc.) /**2** | the dependent is acquired, if the member is not assigned GOV'T QTRS for member and dependent(s) on that date /**3**. Table U10E-3. |
| **6** | acquires a dependent while in an unauthorized absence status | the member is returned to a pay status after apprehension or surrender, if member is not assigned GOV'T QTRS for the member and dependents on that date /**4**. |
| **7** | claims dependent parent | determined/approved by authority shown in Table U10B-1 or U10B-2. |
| **8** | claims doubtful dependent | |

**NOTES:**

1. Payment of OHA requires a lease agreement or a verifiable purchase price.

2. Includes dependent acquired while member is on authorized leave.

3. a. Applies to sole dependent of officer or enlisted member.

   b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.

   c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.

   d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

4. If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

| DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS | | |
|---|---|---|
| **Table U10A-2** | | |
| **Rule** | **If the sole dependent:** | **then stop with-dependent housing allowance at midnight of the day:** |
| **1** | Dies | of death. |
| **2** | is divorced (note 1) | of the final decree of divorce /**1.** |
| **3** | is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree | before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained /**2**. |
| **4** | is a spouse in an invalid (void) marriage | before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005. |
| **5** | becomes of age (except a child who is incapable of self-support because of mental or physical incapacity) | before the child's 21st birthday. |
| **6** | marries (regardless of age, or mental or physical incapacity) | of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date. |
| **7** | is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship | before date of adoption /**3**. |
| **8** | is adopted by a third party and a final order or decree has been entered | before date of adoption. |
| **9** | enters military service | before day of entry into service. |
| **10** | is one who must be "in fact" dependent on member, and such dependency ceases | before date dependency ceases. |

**NOTES:**

1. Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

2. Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

3. A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Office of Commissioned Corps Operations: Attn: DEERS Determination.

| DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES | | |
|---|---|---|
| Table U10A-3 | | |
| Rule | A | B |
| | If a member: | then stop BAH or OHA at 2400 hours of the day: |
| 1 | is furnished GOV'T QTRS at the PDS, adequate for the member and dependents | before the day QTRS are assigned (or before the day occupancy begins, if definite assignment was not made) /**1**. |
| 2 | is furnished QTRS (cash or in kind) on behalf of the U.S., adequate for the member and dependents | before the day QTRS are furnished. |
| 3 | and dependents occupy inadequate GOV'T QTRS which are rehabilitated and designated as adequate GOV'T QTRS | before the effective date of re-designation as adequate GOV'T QTRS. |
| 4 | is absent without leave | Table U10E-2. |
| 5 | is discharged or released from active duty | of discharge or release. |
| 6 | is retired | before the retirement effective date. |
| 7 | Dies | of death. |

**NOTES:**

1. When dependents are prevented from occupying the assigned QTRS because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

## U10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authorization for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

## U10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than GOV'T housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not***

***exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. U10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. U10006-A. Service regulations must prescribe liquidation procedures for advances made under par. U10006-E.

**U10008 BAH DIFFERENTIAL (BAH-DIFF)**

A. General. BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single-type GOV'T QTRS or a single-type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. ***A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.***

2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with-dependent housing allowance (either BAH or OHA).

3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to GOV'T owned/leased family-type QTRS (does not include privatized quarters) or is in receipt of a with-dependent housing allowance or on behalf of the child/children (pars. U10120, U10122, U10124, U10126 and U10206).

**U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)**

*A. Partial Rates. A member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial (***http://www.defensetravel.dod.mil/site/bah.cfm http://www.defensetravel.dod.mil/site/bah.cfm)***.

B. Conditions

1. A member without dependents assigned to single-type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.

2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single-type GOV'T QTRS and not authorized BAH or OHA.

4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single-type GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type GOV'T QTRS is not authorized BAH-Partial.

5. A member occupying single-type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family-type GOV'T QTRS.

7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single-type GOV'T QTRS, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned QTRS in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain QTRS therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single-type GOV'T QTRS between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to GOV'T single-type QTRS (including GOV'T-leased QTRS) that exceed the minimum standards of single QTRS for the member's grade.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as GOV'T QTRS for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

2. Hampton Roads, Virginia area which includes both the Hampton/Newport News and the Norfolk/ Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing Unaccompanied Housing and 74% for occupancy of new construction privatized housing (two-bedroom, two-bath market style).

**U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)**

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. U10416).

**U10014 RESERVE COMPONENT RATE (BAH-RC)**

BAH-RC rates are established by the SECDEF and are determined and set forth in par. U10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. U10428).

**U10016 FAMILY SEPARATION HOUSING (FSH)**

The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. U5222-N and U10406).

**U10020 OHA - GENERAL**

***NOTES:***

***1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.***

***2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.***

***3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.***

***4. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.***

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. APP M3 for responsibilities of the Overseas Command/ Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (par. U10026 and APP N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and 'MALT-Plus'. OHA is not payable on the arrival day when 'MALT-Plus' per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, APP K.

**U10022 OHA DETERMINING MONTHLY RENT**

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.

2. Par. U10022-C for a member-owned dwelling place.

3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***

5. Re-compute OHA if/when the rent changes.

B. Sharers. ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (par. U10026 and APP N for specific rules) receives a full rather than prorated allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

***NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.***

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.***

c. To determine the monthly OHA rental equivalency when adding a loan described in par. U10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' ***starts from the loan start date***.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130C), 2000 Navy Pentagon, Washington, DC 20350-2000;

(3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force - Through appropriate command channels to: HQ USAF/A1PA, 2221 S. Clark Street, Crystal Plaza 6 Ste 500, Arlington, VA 22202-3745;

(5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;

(6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

(7) U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is $0. In this case, the member is authorized to receive the utility/recurring maintenance allowance.

***NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.***

4. If the dwelling is a member-owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is $300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is $2,500. $1,000 (40% of $2,500) may be claimed for OHA. Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the Overseas Housing Allowance Query to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

**U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE**

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the OHA locality tables and is based on member (with-dependent) reported expenses of members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of the members assigned to an area,

3. Is paid to sharers (par. U10000-A) on a pro rated amount of the net allowance,

4. Is paid to a member 'without dependent' (who ***is not*** a sharer) at 75 percent of the 'with-dependent' rate, and

5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/ recurring maintenance allowance in par. U10024-A above.

2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.

3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality ***climate code*** and the ***utility point score*** determine the utility/ recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each OHA locality table. The three climate codes include:

(1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,

(2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2

is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

| **Climate Code Utility Points APP K OHA Locality Tables** | | | |
|---|---|---|---|
| | **3** | **2** | **1** |
| | **Hot** | **Moderate** | **Cold** |
| Electricity | 3 | 3 | 3 |
| Heating | 1 | 2 | 3 |
| Air Conditioning | 3 | 2 | 1 |
| Water | 1 | 1 | 1 |
| Trash Disposal | 1 | 1 | 1 |

c. Utility Point Percentage. After determining the total ***utility point score*** use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

| **Utility/Recurring Maintenance Allowance Payment Percentage** | |
|---|---|
| 0 | 0 |
| 1-2 | 25 |
| 3-4 | 65 |
| 5-9 | 100 |

**U10026 MOVE-IN HOUSING ALLOWANCE (MIHA)**

*A. General. MIHA exists to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. ***MIHA is not payable to a member occupying GOV'T or GOV'T-leased housing. MIHA does not cover move-out costs.*** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security-related expenses. Instructions for completing this form are found in APP N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in APP N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.

2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a GOV'T-funded local move occurs and the member occupies another dwelling covered by OHA.

3. There is no MIHA when a:

a. local move would otherwise initiate a second or subsequent MIHA payment request unless that move is GOV'T funded;

b. member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or

c. member moves from GOV'T QTRS to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. APP K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. ***Only one payment is authorized at a PDS unless par. U10026-B2 applies***.

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. ***Expenses deferred until lease termination are not MIHA/Rent.*** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (APP N, par. C).

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. APP N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. APP N, pars. C and D.

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of $75 or more.

**U10028 OHA ADVANCE PAYMENT**

**APP K2 for detailed information on areas with rental advance protection under OHA.**

A. Authorization

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. U10028-A3), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. ***Personal preference is not grounds for authorizing advance rent payment.*** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC APP K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. Law,

b. Local custom for everyone, including local nationals, or

c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to:

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

***NOTE: Once a location is authorized by PDTATAC and listed in APP K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.***

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or

2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of $500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or

2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. Service regulations for currency fluctuation loss/gain procedures.

**U10030 OHA COMPUTATION DATA**

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC.

**U10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA**

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or GOV'T owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

**PAGE LEFT BLANK INTENTIONALLY**

# 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.***

**ACADEMY, SERVICE *(Uniformed Member Only)*.** The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

**ACCOMMODATIONS**

A. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This 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 (***http://www.usfa.fema.gov/hotel/indes.htm)***.

B. Common Carrier

1. Other Than Economy-/Coach-Class

a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/ coach offered by passenger rail carriers. JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

b. Business-Class. Other than least expensive unrestricted economy/coach class accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than coach/economy and lower than first-class for 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, passenger rail carrier, and ship. It is also a class of service offered on Amtrak Acela/Metroliner extra fare train service. JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).

2. Economy-/Coach-Class. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy-/coach-class (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/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.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra-Fare Train. A train that operates at an increased fare due to the train's extra performance (i.e., faster speed or fewer stops).

5. Single-Class. This term applies when an airline offers only one class of accommodations to all travelers (41 CFR §301-10.121).

C. Public**.** Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or

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.

D. TYPES. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy/Coach/Air Tourist. A type available on commercial aircraft at rates lower than other than economy/coach class accommodations.

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.

**ACTIVE DUTY *(Uniformed Member Only)*.** Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave***.

**ACTIVE DUTY FOR TRAINING (ADT) *(Uniformed Member Only)*.** Full-time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

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

**ACTUAL RESIDENCE *(Civilian Employee Only)*.** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T (GSBCA 16265-RELO, 19 December 2003).

**ACTUAL SUBSISTENCE EXPENSES *(Uniformed Member Only)*.** The same items as those included under Per Diem Allowance, ***NOTE 2***.

**ADVANCED TRAVEL OF DEPENDENTS *(Uniformed Member Only)*.** The movement of dependents based on a PCS order, but before member travel.

**AGENCY**

A. Includes:

1. An Executive agency, as defined in 5 USC §105;

2. A Military department;

3. An Office, agency or other establishment in the legislative branch;

4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;

2. Member of Congress;

3. Office or committee of either House of Congress or of the two Houses;

4. Office, agency or other establishment in the judicial branch.

**AGREEMENT *(Civilian Employee Only)*.** A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel. ***Also called a Service Agreement.***

**ALTERNATE PLACE *(Uniformed Member Only)*.** A CONUS or non-foreign OCONUS place authorized/ approved by the Secretarial Process to which a dependent is authorized to move at GOV'T expense in conjunction with an ITDY.

**ANNUAL TRAINING DUTY *(Uniformed Member Only)***

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.

2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).

3. See DoD and Service regulations.

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

**APPROVING OFFICIAL *(Civilian Employee Only)*.** See **TRAVEL-APPROVING/DIRECTING OFFICIAL.**

**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 order/ITA, accompanies a 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.

**AUTHENTICATING OFFICIAL *(Civilian Employee Only)*.** See **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)**.

**AUTHORIZE(D)**

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**

A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.

B. GOV'T material may be included.

C. ***Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.

3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:

a. Is not carried free on a ticket used for personal travel,

b. Ordinarily is transported separately from the major bulk of HHG, and

c. 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.

d. ***ICW PDT, PCS, 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/furniture must not be included in UB.***

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

**BLANKET ORDER.** See **ORDER**.

**BREAK IN SERVICE *(Civilian Employee Only)*.** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (5 CFR §300.703 (2004)).

**BUSINESS-CLASS.** See **ACCOMMODATIONS**.

**CALENDAR DAY**

1. The 24-hour period from one midnight to the next midnight.

2. The calendar day technically begins one second after midnight and ends at midnight.

**CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See **CITY-PAIR AIRFARE.**

**CENTRALLY BILLED ACCOUNT (CBA).** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

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

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

**CITY-PAIR AIRFARE.** An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel (Airfares (City Pair Program) ***http://www.gsa.gov/portal/category/27228***. Airfares are priced on one-way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city-pair airfares:

A. Standard City-Pair Airfare (YCA):

1. No advance purchase required

2. Last seat availability

3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City-Pair Airfare (-CA):

1. Lower prices than the standard city-pair rates

2. Limited number of seats on each flight

3. Not used for cost construction purposes.

**COMMANDANT'S PAROLE *(Uniformed Member Only)*.** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

**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.

**COMMAND SPONSORED DEPENDENT *(Uniformed Member Only)*.** See **DEPENDENT, COMMAND SPONSORED.**

**COMMERCIAL POV STORAGE FACILITY *(Uniformed Member Only)*.** Any commercial fee-for-service facility open to the public for daily/long-term storage of motor vehicles.

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

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

**COMMUTED RATE *(Civilian Employee Only)*.** A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See JTR, par. C5160-D4.

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

**CONSECUTIVE OVERSEAS TOUR (COT) *(Uniformed Member Only)*.** The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

**CONSUMABLE GOODS *(SEE HOUSEHOLD GOODS)*.** Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to APP F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. Foodstuff: Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.

2. Personal Maintenance: Non-edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.

3. Household Maintenance: Non-edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

***Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.***

**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 (CTO).** 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. Also called a Travel Management Center (TMC) under GSA's program.

***CONUS LOCALITY PER DIEM RATES.** For current per diem rates, the Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***.

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on 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***.

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also ref the Defense Almanac ***http://www.defenselink.mil/pubs/almanac/*** and/or the Department of Defense 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 | | Uniformed Services University of the Health Sciences |
| | Washington Headquarters Services | Defense Logistics Agency | Pentagon Force Protection Agency | |

**DEPENDENT *(Uniformed Member Only)*.** Defined by 37 USC §401.

***NOTE*: Exception. For authorization purposes under JFTR**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7115-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U5242-A1;

2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: ***(Exception NOTES above.)***

1. A member's spouse;

2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.***;

4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;

7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a

CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

Common-Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." (DoDFMR, Vol. 7B, Glossary)

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: ***http://www.gsbca.gsa.gov/relo/r1594703.txt***

GSBCA 15382-RELO, 20 December 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1538220.txt***
GSBCA 15207-RELO, 19 May 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1520719.txt***
GSBCA 14673-RELO, 9 December 1998 available at: ***http://www.gsbca.gsa.gov/relo/r1467309.txt***
GSBCA 14122-RELO, 16 March 1998 available at: ***http://www.gsbca.gsa.gov/relo/r141220.txt***

**DEPENDENT/IMMEDIATE FAMILY *(Civilian Employee Only)*.** Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;

*2. Employee's domestic partner;

*3. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE: "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children.*** 50 Comp. Gen. 220 (1970)***;*** 66 id. 497 (1987))**.**;

***NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April 2004).***

*4. Dependent parents (including step- and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and

*5. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

***NOTE 2: Generally, the individuals named in items 3 and 4 are the employee's dependents if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.***

***NOTE 3: ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7090-A for the purpose of transportation eligibility under that Act.***

***NOTE 4: With respect to emergency leave travel, JTR, par. C7365-D.***

***NOTE 5: Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:***

***GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,***

***"Issues of marital status are determined by state law, James H. Perdue,*** GSBCA 14122-RELO, 16 March 1998***. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,***

***As we recognized in James H. Perdue,*** GSBCA 14122-RELO, 16 March 1998 ***the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983;*** B-191316, ***27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.***

***The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary.*** *B-186179, 30 June 1976;* B-191316, 27 September 1978***.***

***The burden of proof is on the claimant to establish the common law marriage.*** GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998***.***

***Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.***

***Pertinent GSBCA decisions***

***GSBCA 15947-RELO, 31 March 2003 available at: http://www.gsbca.gsa.gov/relo/r1594703.txt***
***GSBCA 15382-RELO, 20 December 2000 available at: http://www.gsbca.gsa.gov/relo/r1538220.txt***
***GSBCA 15207-RELO, 19 May 2000 available at: http://www.gsbca.gsa.gov/relo/r1520719.txt***
***GSBCA 14673-RELO, 9 December 1998 available at: http://www.gsbca.gsa.gov/relo/r1467309.txt***
***GSBCA 14122-RELO, 16 March 1998 available at: http://www.gsbca.gsa.gov/relo/r141220.txt***

**DEPENDENT, ACQUIRED *(Uniformed Member Only)*.** A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

**DEPENDENT, COMMAND-SPONSORED *(Uniformed Member Only)***

1. A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.

3. Command sponsorship is not required to receive OHA at the with-dependent rate.

4. See **DEPENDENT**

**DEPENDENT-RESTRICTED TOUR *(Uniformed Member Only)***

1. A tour at any overseas PDS with an established tour that does not permit command-sponsored dependents.

2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.

3. Also describes a tour at a PDS at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. DoDI 1315.18, par. E2.1.13.

**DESIGNATED PLACE**

A. **UNIFORMED MEMBER**

1. Except as used in Ch 6 (Evacuation Allowances):

a. A place in a CONUS/non-foreign OCONUS area;

b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;

c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;

d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent-restricted/unaccompanied tour;

e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.

2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.

3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

B. **CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,

2. Commander's designated representative, or

3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE *(Civilian Employee Only)*.** The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DETACHMENT *(Uniformed Member Only)*.** A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES *(Civilian Employee Only)***

1. The several departments and agencies of the Executive branch of the GOV'T.

2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

***DOMESTIC PARTNER *(Civilian Employee Only)*.** An adult in a domestic partnership with an employee of the same-sex.

***DOMESTIC PARTNERSHIP *(Civilian Employee Only)*.** A committed relationship between two adults of the same sex, in which they:

*1. Are each other's sole domestic partner and intend to remain so indefinitely;

*2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);

*3. Are at least 18 years of age and mentally competent to consent to contract;

*4. Share responsibility for a significant measure of each other's financial obligations;

*5. Are not married or joined in a civil union to anyone else;

*6. Are not a domestic partner of anyone else;

*7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which they reside;

*8. Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 USC §1001, and that the method for securing such certification, if required, must be determined by the agency; and

*9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

**DUTY STATION**

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:

a. Appointment to regular Service from civilian life or an RC;

b. Being called to active duty or active duty for training for 20 or more weeks;

c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

d. Enlistment or induction into the Service (regular or during emergency);

2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:

a. Retirement;

b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

c. Release from active duty;

d. Discharge, resignation, or separation, all under honorable conditions; or

e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

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

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

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

**EARLY RETURN OF DEPENDENT *(Uniformed Member Only)*.** Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

**EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.

2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.

4. The following are examples of computing an order's effective date:

| **EXAMPLE 1** |
|---|

| | |
|---|---|
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. | |
| 10 June | Authorized and actual reporting date |
| 3 June | Less 7 days travel time actually used |
| 4 June | Add 1 day |
| 4 June | PCS order effective date |
| **EXAMPLE 2** | |
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June. | |
| 10 June | Authorized reporting date |
| 9 June | Actual reporting date |
| 8 June | Less 1 day travel time |
| 9 June | Add 1 day |
| 9 June | PCS order effective date |
| **EXAMPLE 3** | |
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander. | |
| 10 June | Authorized reporting date |
| 1 June | Less 9 days travel time |
| 2 June | Add 1 day |
| 2 June | PCS order effective date |

B. **CIVILIAN EMPLOYEE.** The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel authorization is excluded.

**EFFECTIVE DATE OF SEPARATION *(Civilian Employee Only)*.** The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT *(Civilian Employee Only)*.** The date an employee or new appointee reports for duty at a new or first PDS.

**EMERGENCY TRAVEL *(Civilian Employee Only)*.** See **TRAVEL, EMERGENCY.**

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;

2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT**. An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:

   a. Travel is authorized by competent authority, and

b. Is incapable of traveling alone, and

2. May be appointed by the member's/employee's commanding officer/AO.

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

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

**FAMILY.** See **DEPENDENT.**

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

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

1. The individual is provided meals 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.

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

**FIRST-CLASS.** See **ACCOMMODATIONS**

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

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

**FOREIGN-BORN DEPENDENT *(Uniformed Member Only)*.** A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign-born dependent spouse.

**FOREIGN SERVICE OF THE UNITED STATES *(Civilian Employee Only)*.** The Foreign Service as constituted under the Foreign Service Act of 1980.

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

**FUND-APPROVING OFFICIAL *(Civilian Employee Only)*.** One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY *(Civilian Employee Only)*.** The command or organization whose funds pay for the travel.

**GEOGRAPHICAL LOCALITY**

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

2. 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 Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

3. 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**

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV’T use.

2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV’T-owned ship totally leased for commercial operation, or

2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D and JTR, par. C2203-D). 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-a8b) 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. A dining facility/mess established and operated primarily for enlisted members 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 (GMR)**

A. Discount GOV'T Meal Rate. The discount GOV'T meal rate is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.

2. $9.25 per day.

B. Standard GOV'T Meal Rate. The standard GOV'T meal rate is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.

2. $10.80 per day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2009 - 31 December 2011.

**GOVERNMENT MESS.** See **GOVERNMENT DINING FACILITY/MESS.**

**GOVERNMENT-PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

**GOVERNMENT QUARTERS**

***NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.***

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodging 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***), and implemented by appropriate Service regulations.

2. Non-DoD Services. Service regulations.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

**GOVERNMENT** (TRANSPORTATION) **CONSTRUCTED COST (GCC)**. The 'Best Value' cost the Government would have paid for Government-procured HHG transportation.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169**.**

2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.

3. A GTR obligates the GOV'T to pay for transportation services provided.

4. 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.

5. See **TRANSPORTATION REQUEST.**

**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 GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. ***This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.***

**GROUP MOVEMENT**

1. A movement of 2 or more official travelers traveling as a group, under the same 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 order.

2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after:

1. 1 January 2005: $51

2. 1 October 2005: $64

3. 1 October 2009: $71.

**HOME OF RECORD (HOR)** ***(Uniformed Member Only)***

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS)** ***(Uniformed Member Only)*****.** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare POV parts, (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

d. Consumable goods for a member ordered to locations listed in APP F;

e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);

g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG ***do not*** include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:

(1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

(2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

f. HHG for resale, disposal or commercial use;

g. Privately owned live ammunition (B-130583, 8 May 1957);

h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

B. **CIVILIAN EMPLOYEE** (FTR, §300-3.1)

1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.

2. Weight Additive. See JTR, par. C5154-E for an article involving a weight additive.

3. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare parts for a POV, including automobile engine/transmission (GSBCA 14680-RELO, 17 September 1998), and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

d. Consumable goods for employees with PCS travel authorization to locations listed in APP F;

e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);

f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);

g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG ***do not*** include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

e. HHG for resale, disposal or commercial use;

f. Privately owned live ammunition (B-130583, 8 May 1957); and

g. Boats (other than those in A6 above); and

h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.

2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

**HOUSE-HUNTING TRIP (HHT) *(Civilian Employee Only)*.** Round trip travel between the old and new PDSs to seek a permanent residence.

***NOTE: A domestic partner is not a spouse and cannot be authorized a HHT (1 USC §7).***

**IMMEDIATE FAMILY *(Civilian Employee Only)*.** See **DEPENDENT/IMMEDIATE FAMILY**.

**INTERVIEWEE *(Civilian Employee Only)*.** An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING *(Uniformed Member Only)***

1. Inactive duty that is:

   a. Duty prescribed for an RC member by the Secretary Concerned, or

   b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:

   a. Unit training assemblies;

   b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.***

***NOTE 2: For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.***

**INDIVIDUALLY BILLED ACCOUNT (IBA).** See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL.** See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**INITIAL ACTIVE DUTY TRAINING *(Uniformed Member Only)*.** The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)**

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.

2. An IPCOT order effective date is the first day of duty on the new tour.

3. No PCS movement is involved for a service member.

4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.

5. Curtailment of the initial overseas tour is not authorized (DoDI 1315.18).

6. For USCG, See Service directives.

**KEY BILLET *(Uniformed Member Only)***

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.

2. Approval authority for key billet designation is

   a. Joint Chiefs of Staff, USD(P&R), or

   b. The Secretary Concerned.

**LAST DUTY STATION *(Uniformed Member Only)*.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**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 Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***.

**LODGING IN KIND *(Uniformed Member Only)*.** Lodging provided by the GOV'T without cost to the member.

**LODGING-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**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.

2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

**MILEAGE ALLOWANCE**

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.

2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel

1. A rate per mile for authorized POC use during official PCS travel.

2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.

3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**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 and JTR, par. C2203-D),

2. GOV'T-procured commercial transportation,

3. GOV'T transportation.

**MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.

2. Examples of mobile homes are a:

a. house trailer,

b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),

c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.

2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).

3. See JFTR, par. U2605-B and 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-COMMAND SPONSORED DEPENDENT *(Uniformed Member Only)*.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS)**

1. Long-term HHG storage in lieu of transportation.

2. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services.

3. Also referred to as Extended Storage.

**OCONUS**

A. Locations outside the continental U.S. (CONUS).

B. ***Civilian Employee Only*.** For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

***OCONUS LOCALITY PER DIEM RATES.** For current per diem rates, the Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***.

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OFFICER *(Uniformed Member Only)*.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER**

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,

2. Provides the traveler information regarding what expenses will be paid,

3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and

4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. A 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. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach class transportation and/or an AEA. ***The Coast Guard allows AEA on a blanket order.***

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler 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.

c. Repeat. Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel ***must*** be authorized on a trip-by-trip basis:

a. Other than economy/coach class travel;

b. AEA travel (except the Coast Guard);

c. Conference travel;

d. Foreign travel;

e. Travel received from a non-federal source (donated travel);

f. Training-related travel; and,

g. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See **AO.**

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See **OCONUS.**

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;

2. Is separate from transportation expenses and other reimbursable expenses (APP G); and

3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:

a. Is ***not*** covered in the locality per diem lodging ceiling, but

b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. ***Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.***

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.

a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an ***OCONUS location***;

4. Telegrams and telephone calls necessary to reserve lodging;

5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;

6. Potable water and ice (28 Comp. Gen. 627 (1949));

7. Tax and service charges on any of the expenses in items 2.;

8. Tax and service charges for meals or any of the expenses listed in item F.; and

9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:

a. 7 consecutive nights for a **Uniformed Member**, and up to an average of $2 per day; or

b. 4 consecutive nights for a **Civilian Employee**.

2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is ***not a reimbursable expense*** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM.**

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

A. General. 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 Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations.

B. Purpose. 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 DoD 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; DoDD 5154.29, 9 March 1993.

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship or mobile unit;

3. Change from home or from the PLEAD to the first PDS upon:

a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;

c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);

d. Enlistment or induction into the Service (regular or during emergency); and

e. Change from the last PDS to home upon:

(1) Discharge, resignation, or separation from the Service under honorable conditions;

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** Also called **OFFICIAL STATION.**

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation,

station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

(2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

(3) Release from active duty;

(4) Discharge, resignation, or separation, all under honorable conditions; or

(5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions ***(e.g., McGuire AFB and Ft Dix)***) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions ***(e.g., McGuire AFB and Ft. Dix))*** having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C., mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

**PERMANENT DUTY TRAVEL (PDT)**

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

**PLACE FROM WHICH CALLED/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 order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.***

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE**. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.

2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**POST OF DUTY.** ***PDS*** An OCONUS PDS.

**POV, SPARE PARTS**. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**UNIFORMED MEMBER**:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.

2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM-CLASS (OTHER THAN ECONOMY-/COACH-CLASS).** See **ACCOMMODATIONS**.

**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)**

1. 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.

2. 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 and JTR, par. C2102-B.

3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.

4. See **TRANSPORTATION**.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV)**

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;

2. Is licensed to travel on the public highways;

3. Is designed to carry passengers or HHG; and

4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.

2. **CIVILIAN EMPLOYEE**

a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

**PRIVATIZED HOUSING**

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of 10 USC §§2871-2885.

2. Privatized housing ***is not***:

a. GOV'T QTRS,

b. GOV'T-controlled QTRS, nor

c. Private sector housing.

**PROCEED TIME *(Uniformed Member Only)*.** A period of time that a member is authorized, by Service regulations, to delay in the execution of an order.

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment; and

3. Office furniture,

4. Household furniture,

5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes 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).

2. The following items are PBP&E:

a. Reference material;

b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

c. 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;

d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), ***http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf*** ;

e. Individually owned or specially issued field clothing and equipment;

f. 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

g. 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).

h. 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.

D. **MEMBER'S DEPENDENT SPOUSE**

1. General

a. This is ***not*** applicable to an ***employee's*** dependent spouse.

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

a. Reference material,

b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***PROPORTIONAL MEAL RATE (PMR).** The average of the standard GOV'T meal rate and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar.

***PUBLIC TRANSIT SYSTEM**. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RENEWAL AGREEMENT TRAVEL (RAT)** ***(Civilian Employee Only)***

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See JTR, Ch 5, Part K, for eligibility and limitations.

3. See **PERMANENT DUTY TRAVEL.**

**REPEAT ORDER *(Uniformed Member Only)*.** See **ORDER**.

**RESERVE COMPONENT.** The:

1. Army National Guard of the U.S.;

2. Army Reserve;

3. Naval Reserve;

4. Marine Corps Reserve;

5. Air National Guard of the U.S.;

6. Air Force Reserve;

7. Coast Guard Reserve; and

8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodging that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:

   a. Secretary of a Military Department,

   b. Director of a Defense Component,

   c. Director, Administration & Management for:

      (1) Office of the Secretary of Defense,

      (2) Washington Headquarters Services,

      (3) Organization of the Joint Chiefs of Staff,

      (4) Uniformed Services University of the Health Sciences,

      (5) U.S. Court of Military Appeals, and

   d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural directives issued under JTR, par. C1002.

**SECRETARY CONCERNED**

A. As defined in 37 USC. §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;

2. 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;

3. The Air Force, with respect to matters concerning the Air Force;

4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT *(Civilian Employee Only)*.** See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE *(Uniformed Member Only)*.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL *(Civilian Employee Only)*.** See **PERMANENT DUTY TRAVEL.**

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS *(Uniformed Member Only)*.** Cost of maid service and fee for electricity.

**SERVICES.** See **UNIFORMED SERVICES.**

**SHORT DISTANCE MOVE**

A. **UNIFORMED MEMBER**

1. A move:

a. Involving HHG drayage or shipment for a short distance between residences;

b. To or from a NTS facility in the member's PDS area;

c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

d. Incident to reassignment or PCS to a new PDS near the old PDS;

e. Between residences within a metropolitan area; or

f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **CIVILIAN EMPLOYEE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS**.

**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 CONUS PER DIEM RATE.** The per diem rate for:

*1. Any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates (***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***),** and

2. All CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE (GMR)**

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.

2. See **GOVERNMENT MEAL RATE** for current rates.

**STORAGE IN TRANSIT (SIT)**

1. Short-term storage that is part of HHG transportation.

2. May be at any combination of the origin, in transit, or destination.

3. Usually for 90 or fewer days, but may be extended.

4. See JFTR, par. U5375 and JTR, par. C5190.

5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES *(Civilian Employee Only)*. PER DIEM ALLOWANCE.**

**SUBSISTING OUT *(Uniformed Member Only)*.** The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER *(Civilian Employee Only)*.** A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) *(Civilian Employee Only)*.** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**TEMPORARY DUTY (TDY)**

A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.

3. There are four types of TDY travel:

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

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

c. Deployment, Personnel Traveling Together Under an 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/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 order directing no/limited reimbursement.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

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

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

c. Deployment, Personnel Traveling Together Under an 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 order directing no/limited reimbursement.

d. Special Circumstances Travel. See JTR, Ch 7.

**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**

1. 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.

2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.

3. ***Does not*** include:

   a. Facilities used primarily for rest and recuperation purposes, or

   b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT.**

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. 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***).

2. Commonwealth of Puerto Rico

3. American Samoa

4. Baker Island

5. Guam

6. Howland Island

7. Jarvis Island

8. Johnston Atoll

9. Kingman Reef

10. Midway Islands

11. Navassa Island

12. Palmyra Atoll

13. Virgin Islands

14. Wake Island

**TERRITORY OF THE UNITED STATES**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,

2. An area referred to as a dependent area or possession, and

3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution

applicable to those areas.

2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

***TRANSOCEANIC TRAVEL.** Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

**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 and 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**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §554, or 5 USC §5564.

3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF *(Civilian Employee Only)*.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR**.** 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 orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER.**

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY *(Civilian Employee Only)*.** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;

2. The death or serious illness of a member of the traveler's family; or

3. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

**TRAVEL, INVITATIONAL**

1. 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.

2. 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.

3. 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 in APP E2-A2m for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC)**

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.

2. See **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, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

2. Official travel may be performed:

   a. Within/in the vicinity of a PDS;

   b. To/from the actual residence to, from, or between PDSs; and

   c. To, from, at, and between TDY assignment locations.

3. The below are not official travel. Travel:

   a. And delays for personal reasons/convenience,

   b. By a circuitous route,

   c. By transportation modes other than authorized/approved,

   d. For additional distances, or

e. To places ICW personal business..

4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST *(Civilian Employee Only)*.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL *(Civilian Employee Only)***

1. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission.

2. DoD components may permit travelers to be travel-requesting officials for their own travel orders.

3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.

4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**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 an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2200 and JTR, par. C1060).

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED**.

**UNACCOMPANIED MEMBER *(Uniformed Member Only)*.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR *(Uniformed Member Only)***

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.

2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).

3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

**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.

**UNUSUALLY ARDUOUS SEA DUTY *(Uniformed Member Only)*.** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**UPON SEPARATION FROM FEDERAL SERVICE *(Civilian Employee Only)*.** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

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

**U.S. INSTALLATION**

1. 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.

2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

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

**YEARS OF SERVICE *(Uniformed Member Only)*.** Any service authorized to be credited in computation of basic pay under 37 USC §205.

# PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

a. Not be employed by the GOV'T,

b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. Par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;

c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business***. (55 Comp. Gen. 750 (1976);

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. U5242.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C7150;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

*l.* An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) ; (59 Comp. Gen. 461 (1980)).

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/ flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.;***

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588. (5 USC §§ 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (***not of a civilian employee***) per par. U5246.

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. Par. U1008.***

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;

2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel authorization/order) unless the individual is:

a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or

4. Contractors (APP E3).

*5. Foreign military personnel, as they are not covered by the JFTR, except when traveling under the provisions authorized in JFTR, Ch 7, Parts Z1 and Z2. Even when traveling under those provisions, a travel order must be issued under individual Service Regulations.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (pars. A2p and q above) as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (B-233607, 26 October 1989):

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC.

Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (10 USC §1491), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

**PAGE LEFT BLANK INTENTIONALLY**

# PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. ***Use of the sample format is not mandatory.***

## INVITATIONAL TRAVEL AUTHORIZATION

Name_____ Travel Authorization Number_____

Address_____

Date Approved_____

You are invited to depart from _____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you are funded to return to the origin point.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing official has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.***

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office/Travel Management Center (CTO/TMC) when the contract with the CTO/TMC permits the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO/TMC if available. If the contract between the GOV'T and the CTO/TMC does not permit the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

☐ You are authorized to travel by privately owned conveyance (POC) since it's to the GOV'T's advantage. Reimbursement is at the rate of $0.51/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of $75 or more plus any applicable tax.

☐ *You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JFTR/JTR, APP G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: ***http://www.defensetravel.dod.mil/site/perdiem.cfm/*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable locality per diem rate prescribed, only the per diem rate amount prescribed on the Defense Travel Management Office homepage: ***http://www.defensetravel.dod.mil/site/perdiem.cfm/*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

| Locality | Maximum Lodging Rate | Meal & Incidental Expense Rate | Total Per Diem |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

| Locality | Maximum AEA Allowance | Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis. |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

***NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry-cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There is no separate reimbursement for laundry/dry-cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and DC.***

*The JTR is available on the Defense Travel Management Office website at ***http://www.defensetravel.dod.mil/site/travelreg.cfm***.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:
_____

**PAGE LEFT BLANK INTENTIONALLY**

# APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. ***Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.*** Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

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

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

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

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| **ATM Use (Civilian Employee)**.<br>1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.<br>2. Not Reimbursable. Administrative fees for an ATM use of a personal charge card.<br>3. DoDFMR, Volume 9, Chapter 3 available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC. | | | X | X |
| **ATM Use (Uniformed Member)**<br>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:<br>a. The GTCC, or<br>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,<br>up to the amount authorized/approved by the AO for an ATM travel advance.<br>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.<br>3. DoDFMR, Volume 9, Chapter 3 available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC. | X | X | | |
| **Baggage, Excess Accompanied (Transportation Cost)**. Excess accompanied baggage transportation costs may be authorized/ approved by the AO (JFTR, par. U3015 and JTR, par. C2302). | X | X | X | X |
| **Baggage Expenses**. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. This includes even the first piece of accompanied baggage if there is a charge for the first piece. Charges relating to the second and subsequent bags may be reimbursed when the Service/Agency determines the expenses are necessary and in the GOV'T's interest. These expenses include:<br>1. Baggage Transfer. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.<br>2. Baggage Storage (with explanation).<br>3. Curbside Baggage Check-in Fee<br>a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not*** | X | X | X | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| ***authorized.*** A tip, separate from the fee itself, is reimbursable.<br><br>b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need. | | | | |
| **Baggage Handling Tips**<br><br>1. **Uniformed Member**<br><br>a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal.<br><br>b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments.<br><br>2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following:<br><br>a. A traveler with a disability/special need (JTR, par. C7460-4),<br><br>b. Handling of GOV'T property,<br><br>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and<br><br>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor. | X | X | X | X |
| **Birth Certificate**. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel. | X | X | X | X |
| **Carrier Terminal Fees**. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)). | X | X | X | X |
| **Cell Phone Use**. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.*** | | X | | X |
| **Check Cashing**.<br><br>1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.<br><br>2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized. | X | X | X | X |
| **Check Costs**. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel. | X | X | X | X |
| **Clerical Assistance**. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Communication Services**. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. ***Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.*** | | X | | X |
| **Computer Connections**. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business. | | X | | X |
| **Conveyance Costs**. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C. | X | X | X | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| **Currency Conversion Fees**<br><br>1. Reimbursable<br><br>a. The fee charged ICW currency conversion, including cash conversions.<br><br>b. The "international transaction fee" for official qualifying transactions charged by:<br><br>(1) GTCC. This 1% charge is listed as a separate line item on the billing statement.<br><br>(2) Other than GTCC. When a member (***NOT A CIVILIAN EMPLOYEE***) is formally exempt from using the GTCC, this charge on a non-GTCC billing statement is reimbursable.<br><br>2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion***.<br><br>3. Exchange Rates. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.<br><br>4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim. | X | X | X | X |
| **Disease Prevention Measures.** When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations. | X | X | X | X |
| **Driver (Vehicle) Services**. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Energy Surcharge Fees** | X | X | X | X |
| **Green Card**. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |
| **GTCC**<br><br>1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.<br><br>2. Expedited Delivery. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Guide Services**. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Insurance, Driving-Related**. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car. | | X | | X |
| **Interpreter Services**. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Laundry/Dry-Cleaning Expenses (Civilian Employee Only)**<br><br>1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging.<br><br>2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel. | | | X | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| **Laundry/Dry-Cleaning Expenses (Uniformed Member Only)**<br><br>1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16).<br><br>2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel. | | X | | |
| **Legal Service Fees**. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |
| **License/Permit, International Driver's**<br><br>1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.<br><br>2. The cost of license/permit photos is reimbursable.<br><br>3. ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad.<br><br>4. ***This reimbursement applies only to a member/employee but not dependents.*** | X | X | X | X |
| **Lodging, Dual**. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F. | | X | | X |
| **Lodging Fees/Daytime Lodging Charges**. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience. | | X | | X |
| **Lodging, Mandatory Fees/Charges.** Separately reimbursable, in addition to room rate, when the expense is:<br><br>a. not optional; and<br><br>b. approved by the AO.<br><br>Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.' | | X | | X |
| **Lodging Reimbursement while on Leave (Uniformed Member Only)**. Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C). | | X | | |
| **Lodging Tax** (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).<br><br>1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount.<br><br>2. **Not Reimbursable**. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***. | X | X | X | X |
| **Medical Fees**. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |
| **Mission-Related Expenses**. Mission-related expenses ***are not reimbursable as travel expenses***. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. | | | | |
| **Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted**.<br><br>1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. | | X | | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.<br><br>3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein.<br><br>4. The AO should consider if the:<br><br>a. Traveler acted reasonably and prudently in incurring lodging expenses;<br><br>b. Traveler had a reasonable expectation of completing the TDY as authorized;<br><br>c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and<br><br>d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed. | | | | |
| **Packer Services**. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Paper Tickets**. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.*** | X | X | X | X |
| **Parking Fees at a Terminal**. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192. | | X | | X |
| **Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.**<br><br>1. Reimbursement Eligibility<br><br>a. General. Reimbursement is authorized for a:<br><br>(1) Member,<br><br>(2) Employee, and<br><br>(3) Dependent (member's and/or employee's).<br><br>b. **Uniformed Member**. Reimbursement authority is for a member who is:<br><br>(1) Assigned to a foreign OCONUS area,<br><br>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or<br><br>(3) Emergency Technical Support Personnel. Item 5 below.<br><br>c. **Civilian Employee**. Reimbursement authority is for an employee who is:<br><br>(1) A U.S. citizen (**NOTE: An eligible dependent does not have to be a US citizen**.)<br><br>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,<br><br>(3) Serving under a service or renewal agreement, and<br><br>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or<br><br>(5) Emergency Technical Support Personnel. Item 5 below.<br><br>d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:<br><br>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or<br><br>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area. | X | X | X | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| 2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.<br><br>3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.<br><br>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.<br><br>5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).<br><br>6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel.<br><br>7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.<br><br>8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are **not** reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.<br><br>9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).<br><br>10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.<br><br>11. Order for Visas and Physical Examinations. A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:<br><br>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.<br><br>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.<br><br>12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail). | | | | |
| **Personal Expenses**. ***Personal expenses are NOT reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. | | | | |
| **Pet Quarantine**. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT. | X | | X | |
| **Phone Calls (Official)**<br><br>1. The AO: | | X | | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),<br><br>b. Should limit communications to a dollar amount in advance of the TDY, and<br><br>c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998).<br><br>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business. | | | | |
| **Physical Examination Fees**. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |
| **Prepaid Phone Cards/Cell Phones**. See Communication Services. | | | | |
| **Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked**. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable. | X | X | X | X |
| **Privately Owned Conveyance (POC) Use on TDY**. In addition to a TDY mileage allowance, the following official business costs are allowable:<br><br>1. Ferry fares, bridge, road and tunnel tolls;<br><br>2. Automobile parking fees; (related to official business only (except those incident to PDT)); and<br><br>3. Aircraft landing, parking, and tie-down fees. | | X | | X |
| **Registered Traveler Membership Fee**. Individual traveler membership in a registered and/or trusted traveler program is **NOT** a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is ***statutorily prohibited*** by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008. | | | | |
| **Registration Fee**. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b. | | X | | X |
| **Rental Car Reimbursable Expenses**. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses<br><br>***NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.*** | | X | | X |
| ***Reports/Correspondence Preparation Services** (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses. | | X | | X |
| **Resort Fees**. Resort fees, ***that are mandatory*****,** are authorized. | X | X | X | X |
| **Room Rental**. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place. | | X | | X |
| **Service and Processing Fees**.<br><br>1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:<br><br>a. Through a CTO/TMC, and<br><br>b. When a CTO/TMC is not available.<br><br>2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement. | X | X | X | X |
| **Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses** | | X | | X |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| ***NOTE*: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.** | | | | |
| 1. Restrictions. Reimbursement for the purchase of any items listed below is not authorized. | | | | |
| 2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed. | | | | |
| 3. Reimbursable Expenses. ***When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:*** | | | | |
| a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized. | | | | |
| b. Rental cost, tax and local assessments on rental vehicle users. | | | | |
| c. Necessary gas and oil. | | | | |
| d. Aircraft landing and tie-down fees. | | | | |
| *e. Transportation to and from the rental facility, public transit systems, and taxi fares. | | | | |
| f. Parking; ferry fares; bridge, road and tunnel tolls; | | | | |
| g. Traveler access fee (when charged); | | | | |
| h. Garage, hangar, or boathouse rental. | | | | |
| i. Operator's subsistence. | | | | |
| j. Optional extra collision hull insurance for rental aircraft. | | | | |
| k. Mandatory rental car insurance coverage required in foreign countries. | | | | |
| *l.* Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. | | | | |
| m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use. | | | | |
| n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business. | | | | |
| o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. B-204486, 19 January 1982 (***http://redbook.gao.gov/15/fl0072480.php***). | | | | |
| p. Rented Motor Vehicle Damage | | | | |
| (1) DoD Travelers. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/ payment must be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (***http://www.dtic.mil/comptroller/fmr/***), Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website ***http://www.defensetravel.dod.mil/Rental/***. | | | | |
| (2) Uniformed Non-DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance. | | | | |
| q. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. | | | | |
| 4. Expenses that are NOT Reimbursable. The following expenses are ***NOT*** reimbursable: | | | | |

| REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL | JFTR | | JTR | |
|---|---|---|---|---|
| | PCS | TDY | PCS | TDY |
| a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.<br><br>b. Rental Car Insurance in the U.S./Non-foreign OCONUS Location. 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. ***See 1o above for classified operations.***<br><br>c. Damage to Rental Car when Being Used on Other than Official Business. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. ***Example: TDY ends on Friday. The traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).*** | | | | |
| **Storage of Property Used on Official Business**. Reimbursable when authorized/approved by the AO. | | X | | X |
| **Technology Equipment**. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized. | | X | | X |
| **Tips Aboard Commercial Ships (Uniformed Member Only)**. Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. | X | | | |
| **Tips for Handling GOV'T Property**. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized. | | X | | X |
| **Tips, Transportation-Related**. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized. | X | X | X | X |
| **Transportation to/from Terminal**. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192. | | X | | X |
| **Travel and Transportation Related Expenses**. Travel and transportation related expenses similar to any in this table may be authorized. | X | X | X | X |
| **Value Added Tax (VAT) Certificate**. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable. | | X | | X |
| **Visa and Photograph Fees for OCONUS Travel**. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services. | | | | |

**PAGE LEFT BLANK INTENTIONALLY**

# *SECTION 2C: FIRST CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes in APP H2B.

C. First Class Accommodations Requests

1. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

a. **NO**. First class accommodations must not be authorized/approved.

2. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(1) **YES.** Would traveler arrive later than the required reporting time at the duty site?

(a) **YES.** Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-1- **YES.** First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-2- **NO.** First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) **NO.** Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- **YES.** Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- **YES.** First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- **NO.** First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

3. Is the request for first class accommodations because of medical reasons (F2)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Has competent medical authority certified sufficient justification/documentation that the

disability or other special medical needs exists and the medical condition necessitates first class accommodations?

(1) **NO.** First class accommodations must not be authorized/approved.

(2) **YES.** Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?

(a) **YES.** First class accommodations must not be authorized/approved.

(b) **NO.** First class accommodations may be authorized/approved.

4. Is the request for first class accommodations due to exceptional security circumstances (F3)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES. .** Would use of other than first class accommodations entail danger to the traveler's life or Government property?

(1) **YES.** First class accommodations may be authorized/approved.

(2) **NO.** Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?

(a) **YES.** Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO.** First class accommodations must not be authorized/approved.

-2- **YES.** First class accommodations may be authorized/approved.

(b) **NO.** Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO.** First class accommodations must not be authorized/approved.

-2- **YES.** Can adequate security of the pouch or package be maintained in coach or business class?

-a- **YES.** First class accommodations must not be authorized/approved.

-b- **NO.** First class accommodations may be authorized/approved.

5. Is the request for first class accommodations mission required (F4)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

(1) **YES.** First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) **NO.** Is the traveler a high level invited guest?

(a) **YES.** First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO.** Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials?

-1- **YES.** First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO.** First class accommodations must not be authorized/approved.

6. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Has the transportation officer/agent documented that there are no other scheduled coach or business class flights/seats?

(1) **NO.** First class accommodations must not be authorized/approved.

(2) **YES.** First class accommodations may be authorized/approved.

7. Is the request for first class accommodations because a non Federal source is paying (F6)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Does the non Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(1) **NO.** First class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non federal source?

(a) **NO.** First class accommodations must not be authorized/approved.

(b) **YES.** First class accommodations may be authorized/approved.

8. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

**PAGE LEFT BLANK INTENTIONALLY**

# *SECTION 3B: BUSINESS CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes in APP H3A.

C. Business Class Accommodations Requests

1. Is the request for business class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare (B7)?

a. **NO.** Business class accommodations must not be authorized/approved.

2. Is the request for business class accommodations because there are no least expensive unrestricted economy/coach class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/ mission (B8)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is the mission so urgent that it cannot be postponed?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(a) **YES.** Business class accommodations must not be authorized/approved since arrival time reporting time in these cases is not mission critical.

-1- **NO.** Business class accommodations ***may*** be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

3. Is the request for business class accommodations because of medical reasons (B1)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

(a) **YES.** Business class accommodations must not authorized/approved.

(b) **NO.** Business class accommodations ***may*** be authorized/approved.

4. Is the request for business class accommodations due to exceptional security circumstances (B2)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Would use of other than business class accommodations entail danger to the traveler's life or Government property?

(1) **YES.** Business class accommodations ***may*** be authorized/approved.

(2) **NO.** Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

(a) **YES.** Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO.** Business class accommodations must not be authorized/approved.

-2- **YES.** Business class accommodations ***may*** be authorized/approved.

(b) **NO.** Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO.** Business class accommodations must not be authorized/approved.

-2- **YES.** Can adequate security of the pouch or package be maintained in coach class?

-a- **YES.** Business class accommodations must not be authorized/approved.

-b- **NO.** Business class accommodations ***may*** be authorized/approved.

5. Is the request for business class accommodations mission required (B9)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

(1) **YES.** First class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) **NO.** Is the traveler a high level invited guest?

(a) **YES.** First class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO.** Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials?

-1- **YES.** First class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO.** First class accommodations must not be authorized/approved.

6. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has the transportation officer/agent documented that no other scheduled coach class flights are available?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Business class accommodations ***may*** be authorized/approved.

7. Is the request for business class accommodations because a non Federal source is paying (B5)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Does the non Federal source want the traveler to use business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non federal source?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Business class accommodations ***may*** be authorized/approved.

8. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the aircraft have more than two cabins?

(a) **NO.** Business class accommodations must not be authorized/approved. NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

(b) **YES.** Business class accommodations ***may*** be authorized/approved.

9. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Government (B7)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Is there an actual cost comparison showing the overall savings details?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Does the aircraft have more than two cabins?

-1- **NO.** Business class accommodations must not be authorized/approved. NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

-2- **YES.** Business class accommodations ***may*** be authorized/approved.

10. Is the request for business class accommodations because the scheduled flight time is in excess of 14 hours (B6)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the traveler have to begin work immediately after arrival?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Can a rest period be scheduled en route or at the TDY site before starting work?

-1- **YES.** Business class accommodations must not be authorized/approved.

-2- **NO.** Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

-a- **NO.** Business class accommodations must not be authorized/approved.

-b- **YES.** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

/1/ **YES.** Business class accommodations for these types travel must not be authorized/ approved.

/2/ **NO.** Business class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

11. Is the request for business class accommodations for a member/employee traveling in support of congressional travel? (BC)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

# PART 3: COLA INDEXES TABLES

*A. General. For current geographic COLA information, and the following tables, please see the DTMO website at: ***http://www.defensetravel.dod.mil/site/travelreg.cfm/***.

B. Table I - Annual Compensation for Members with and without Dependents. On the PDTATAC website, select 'Rates & Allowances', 'Compensation Tables', 'Pay-Tables', 'paytablesYYYY.pdf'.

C. Table II - Average Annual Spendable Income. On the PDTATAC website select 'Rates & Allowances', 'Compensation Tables', 'Spendable-Income-Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf'.

D. Table III - Cost-of-Living Allowance Indexes. On the PDTATAC website select 'Rates & Allowances', 'COLA Rates', 'Overseas', 'COLA Indexes', 'YYYY COLA Indexes', 'YYYY-MM-DD COLA INDEXES.pdf'.

**PAGE LEFT BLANK INTENTIONALLY**

# PART 1: GENERAL INFORMATION

***For APP K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the DTMO website at: http://www.defensetravel.dod.mil/site/oha.cfm***

A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

*a. Rent,

*b. Utility/recurring maintenance expenses, and http://www.defensetravel.dod.mil/site/oha.cfm

*c. Move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

a. The member's reported rental amount, up to the locality OHA rental allowance, plus

b. The appropriate utility amount based on the member's status.

*3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfm.*** The following information applies to all OHA tables:

a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).

b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.

c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).

d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

*B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private sector housing(see DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfml***). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

1. With-dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. U10022 and the maximum allowable rent for the member's grade at the PDS locality. If ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F, for calculation examples.

2. Without-dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. U10022 and 90 percent of the maximum allowable rent for the member's grade at the PDS locality. If ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F for calculation examples.

*C. Utility/Recurring Maintenance Allowance Expense. The utility/recurring maintenance allowance found in the OHA locality tables at ***http://www.defensetravel.dod.mil/site/oha.cfm*** is based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10024.

*D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see DTMO website ***http://www.defensetravel.dod.mil/site/oha.cfml***) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See APP N for specific MIHA information. APP K, Part III includes a list of reportable move-in expenses. The allowable MIHA is computed as prescribed in par. U10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

**Step 1:** Determine the member's monthly rent from par. U10022.

**Step 2:** Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with-dependent rate by 90 percent. If rent includes ***all*** utilities (block 7b checked on DD Form 2367), ***add*** the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes ***some*** but ***not all*** utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

**Step 3:** Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. U10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

a. Rent includes ***all*** utilities (block 7b checked on DD Form 2367): The member receives ***no*** separate utility/recurring maintenance allowance; however, this allowance ***is added*** to the rental allowance determined in Step 2.

b. Rent includes ***no*** utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75 percent of the with-dependent utility/recurring maintenance allowance. A sharer (as defined by par. U10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes ***some*** utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this APP, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member ***does not receive*** is added to the maximum rental allowance determined in Step 2.

**Step 4:** Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is ***less*** than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is ***greater*** than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

***The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.***

**Example 1**

**Situation:** A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is $425, the utility/recurring maintenance allowance is $120 and the MIHA/Miscellaneous allowance is $510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is $450, the locality climate code is 2 (moderate), and the member's ***utility point score*** is 5.

**Computation:**

**Step 1:** The member's monthly rent is $450.

***Step 2:** Determine the maximum rental allowance for the member from the OHA locality table ***http://www.defensetravel.dod.mil/site/oha.cfm***. For this example the rental allowance is $425.

**Step 3:** Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use $120 for this example. Using the utility point score methodology contained in par. U10024, the member has a ***utility point score*** 5 (the electricity (3 points) and the air conditioning (2 points)) ***are not*** provided by the landlord). Therefore, the member receives the ***full*** utility/recurring maintenance allowance of $120.

**Step 4:** Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is $510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent ($450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

**Step 5:** Compare the member's rent of $450 (from Step 1) to member's maximum rental allowance of $425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the $425 as the member's maximum rental allowance.

**Step 6:** Add the member's maximum rental allowance of $425 (from Step 5) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545. The member's monthly OHA is $545. Additionally, the member receives a one-time payment of $960 under MIHA (from Step 4).

**Example 2**

**Situation:** Three enlisted members (without dependent) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is $1800; the monthly utility/recurring maintenance allowance for their locality is $160; the locality MIHA/Miscellaneous allowance is $360; the locality climate code is 3 (hot); and it is determined that the members' ***utility point score*** is 8.

**Computation:**

**Step 1:** Determine each sharer's (member's) rent. IAW par. U10000-A there are four sharers, therefore each member's rent is $450 ($1,800 ÷ 4 = $450).

**Step 2:** Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90 percent of the with-dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are $675 ($750 x .90 = $675); $599 ($665 x .90 = $599); and $450 ($500 x .90 = $450).

**Step 3:** Determine the utility/recurring maintenance allowance from the locality table. For this example, use $160. Because the members' total ***utility point score*** is 8, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) utility/recurring maintenance allowance portion is $40 ($160 ÷ 4 = $40)

**Step 4:** Each member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

**Step 5:** Compare each member's rent of $450 (from Step 1) to each member's maximum rental allowance, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is $450.

**Step 6:** To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of $40 (from Step 3). For each member, the total amount is $490 ($450 + $40 = $490). Each member's monthly OHA is $490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of $360.

**Example 3**

**Situation:** A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is $1,100. The maximum rental allowance for an O-4 is $600, and for an O-2 is $500. The utility/recurring maintenance allowance is $180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' ***utility point score*** is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

**Computation:**

**Step 1:** Determine each member's monthly rent. IAW par. U10000-A each member is considered a sharer and each (sharer's) member's rent is $550 ($1,100 ÷ 2 = $550).

**Step 2:** Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is $600 for the member in grade O-4, and $450 for the member in grade O-2 - 90 percent of the with-dependent allowance of $500 ($500 x .90 = $450).

**Step 3:** Determine the utility/recurring maintenance allowance from the locality table. For this example, use $180. Because the members' total ***utility point score*** is 7, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is $90 ($180 ÷ 2 = $90).

**Step 4:** Compare each member's rent of $550 (from Step 1) to each member's maximum rental allowance of $600 for grade O-4 and $450 for grade O-2 (from Step 2). For this example use $550 to compute the OHA for the member in grade O-4 and $450 for the member in grade O-2.

**Step 5:** Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540). The monthly OHA allowance for the member in grade O-4 is $640 and for the member in grade O-2 is $540.

**Example 4**

**Situation**: A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. U10000-A. The member is authorized a Family Separation Housing (FHS-O) Allowance under par. U10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions.

The maximum rental allowance for the member's grade is $725, the utility/recurring maintenance allowance is $160; the MIHA/Miscellaneous allowance is $625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is $600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

**Computation:**

**Step 1:** The member's rent is $600.

**Step 2:** Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is $725. An unaccompanied member without dependent may receive up to 90 percent of the with-dependent amount for a maximum rental allowance of $653 ($725 x .90 = $653).

**Step 3:** Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is $160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or $120 ($160 x .75 = $120). The member's ***utility point score*** is 2; therefore, the member is authorized 25 percent of $120, or $30 ($120 x .25 = $30). The utility/recurring maintenance allowance remainder ($90) is ***added*** to the member's rental allowance of $653 (Step 2) for a derived rental allowance of $743 ($653 + $90 = $743).

**Step 4:** Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use $625 for this example. Additionally, the member has a rent-related expense of $1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only $600 of the $1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is $1,225 ($625 + $600 = $1,225).

**Step 5:** Compare the member's rent of $600 (from Step 1) to member's derived maximum rental allowance of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the member.

**Step 6:** Add the member's rental amount of $600 (from Step 5) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630). The member’s monthly OHA allowance is $630. Additionally, the member is authorized a one-time MIHA payment of $1,225 (from Step 4).

**PAGE LEFT BLANK INTENTIONALLY**

# PART 2: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawai'i and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. U10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

***NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.***

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfm***

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. U10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. U10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. ***If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.***

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1***

***January 1999, divide your purchase price by 24. See par. U10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.***

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. ***The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.***

2. If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. ***MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.***

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this MIHA component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. ***Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. U10028.***

***NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.***

# APPENDIX M

## STATION ALLOWANCE/OHA
## AND
## TRAVEL PER DIEM REPORTING PROCEDURES
## AND
## COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

*See ***http://www.defensetravel.dod.mil/perdiem/cola/appm/appm.pdf***

**PAGE LEFT BLANK INTENTIONALLY**

# 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, Chapters 1-4 for further details.***

## T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities 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; and

2. "Authorizing official" or "AO" means the individual who:

a. Controls the mission,

b. Authorizes the trip, and,

c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. 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;

2. Covers individual:

a. travel for business,

b. travel for schoolhouse training,

c. deployment or personnel traveling together via no/limited reimbursement, and,

d. certain travel under special circumstances.

3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

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

1. Senior ROTC;

2. RC member travel for medical and dental care;

3. Retirees called to active duty;

4. A Ready RC member authorized muster duty allowance;

5. ADT 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)).

D. PCS Move Travel. ***TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through 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 the JFTR/JTR. 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 by location showing the lodging, meals and IE components are provided by the DTMO(***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***).

**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 the JFTR/JTR, 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 or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is ***mandatory*** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if $75 or more) for reimbursement,

b. Must use economy/coach-class for all official GOV'T funded travel, unless other than economy/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c**,** or

(2) Mission requirement - TDY mission timing requires other than economy/coach class. When other than economy/coach class TDY transportation is authorized/approved because the mission timing is

"so urgent it cannot be postponed," other than economy/coach class travel should only be authorized on the way 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 other than economy/coach class or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (T4020-B9 for non-reimbursable expenses), and

e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO 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" ***(http://www.dtic.mil/comptroller/fmr/)***.

7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the 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 should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).

9. Non-Reimbursable Expenses

a. General. The JFTR/JTR addresses "reimbursable" allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization or approval. Pars. T4020-B9b through T4020-B9d provide clarification.

b. Promotional Materials/Benefits

(1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.

(2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

(4) 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.

c. Seat Relinquishing

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the GOV'T for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, Public Law 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

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

**T4025 ARRANGING OFFICIAL TRAVEL**

A. CTO Use

1. Mandatory Policy

*a. ***It is DoD mandatory policy that each traveler uses an available CTO to arrange official travel, including transportation and rental cars. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense to a traveler without prior proper authority*** (pars. C2204, C2205, and C2208 for exceptions)***.***

b. ***A command must not permit a CTO 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 addresses CTO use.

3. Failure to Follow Regulations. A command/unit is expected to take appropriate:

a. Disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (par. T4005).

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO 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 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 at a CTO, or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf);

b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services (***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 Available. When a CTO 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.

2. CTO ***Not*** Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO 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 transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO 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 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 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 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 per TRANSCOM policy, when the CTO is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW 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 order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***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. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service written material for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/. 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.***

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

***NOTE 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 (http://www.defensetravel.dod.mil) and select 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 being to the GOV'T's advantage, 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 as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), 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 (YCA), not the capacity-controlled city-pair airfare (_CA), 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 cost estimate for lodging should include tax.

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 CTO) at (***not near***) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.

c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (***not near***) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).

d. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.

e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:

(1) when adequate GOV'T QTRS use is directed, and

(2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and

(3) 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)).

2. ***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 or elsewhere). The non-availability indicated in par. U1045-C is required only for GOV'T QTRS 'on' 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) IAW par. U1045-C.***

3. Civilian Employee

a. ***An 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.***

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.

c. The proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations.

d. Reduced per diem rates can be established only before travel begins.

*e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (http://www.defensetravel.dod.mil/site/perdiem.cfm) 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.

*f. In the absence of a reduced or no per diem authorization on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.

g. 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-A9 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

4. Commercial Lodging Reimbursement

a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.

b. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% 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.

c. 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)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for ***only a uniformed member***. 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/site/perdiemCalc.cfm() 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/site/perdiemCalc.cfm) 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.***

5. Lodging with a Friend or Relative

a. 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.

b. 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.***

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

a. 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.

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

(1) Mortgage interest;

(2) Property tax; and

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

prorated based on the number of days in the month rather than by the actual number of days the 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***.

7. 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).

8. On-Line Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain. ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.***

9. Eating

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

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A9c 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-A9). 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 is 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.

10. Incidental Expenses (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 may not be directed for a civilian employee. Par. T4040-A3***.

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-A13 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' 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 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-A8b (e.g., If a TDY traveler travels from one location in 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 orders.***

4. <u>TDY aboard Ships</u>

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. <u>*Civilian Employee Only*</u>. 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.<u>http://www.defensetravel.dod.mil/site/perdiemCalc.cfm</u>***. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. <u>Contingency Operation Flat Rate Per Diem (***uniformed member only***)</u>. See par. U4105-I.

6. Joint Task Force Operations TDY Options

| TABLE 1<br>DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS | | | |
|---|---|---|---|
| **TDY OPTION** | **SUBSISTENCE** | **PER DIEM** | **REMARKS** |
| **Subsist Ashore** | | | |
| 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 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, 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. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses 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 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 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. ADT (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 2011***
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/site/perdiemCalc.cfm***).

****NOTE 1*: The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) 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.***

****NOTE 2: The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) 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/ | | |
|---|---|---|
| **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. |
| ADT 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 | | |
|---|---|---|
| **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**
**(Tables 1 and 2)**

1/ Applies to an RC member called/ordered to active duty with pay under an 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 ADT 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 ADT 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 Training with or without Pay

| INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/ | | |
|---|---|---|
| **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/ | May be authorized reimbursement under par. T4040-F.<br>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. |
| ***This Table is for informational purposes only. Allowances are prescribed in par. T4045.*** | | |

**FOOTNOTES**
**(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 for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using 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 updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases 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 toll-free number, if possible, to modify the itinerary. The CTO 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 each lodging receipt and each receipt for any individual official travel expense of $75 or more. ***A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.***

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. 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;

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. Unused electronic tickets must immediately be reported to the CTO 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 the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

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 and TO, command channels or Service headquarters to assist in future travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.

4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

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. ***Regulations applicable to the Contract city-pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)***.

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.***

***NOTE 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.***

***NOTE 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.***

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

***NOTE 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 6*: 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. 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 Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost 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 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.*** See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO 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 ADT 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 ADT 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, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), 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**

**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 |

# PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

A. City-Pair Program FAQs

**1. How does the program work?**

a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.

b. **Second**, GSA works with GOV'T agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.

c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

**2. What are the city-pair program advantages?**

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one-way routes simplifying multiple destination travel.

**3. Why can't contractors use it? It would save the GOV'T a lot of money!**

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the GOV'T roughly $2 billion annually. ***GSA advises that the purchase of a contract city-pair airfare ticket on behalf of a GOV'T contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.***

**4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?**

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

**5. What is a 'Code Share' agreement between airline carriers?**

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

B. City-Pair Program Policy FAQs

**1. Who can use it?**

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

**2. Do I have to use the contract carrier? Won't any airline do?**

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city-pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a GOV'T traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract-carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a GOV'T traveler (sometimes called "DG" airfares) are not included in this exception. When GOV'T/GOV'T-contracted transportation/CTO (APP A) or in-house services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city-pair carrier.***); or

b. The contractor's flight schedule is inconsistent with explicit policies of the traveler's Federal department or agency with regard to scheduling travel during normal working hours (JFTR, par. U3006 and JTR, par. C1059); or

c. A U.S.-certificated non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

***NOTE 1 to paragraph (c): This exception does not apply if the contract carrier offers the same or lower***

***airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S.-certificated carrier is restricted to a GOV'T or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available;***

***NOTE 2 to paragraph (c): The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S.-certificated airline offers a still lower restricted airfare not matched by the contract carrier.***

***NOTE 3 to paragraph (c): Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the GOV'T's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by GOV'T authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.***

EXAMPLES: Airline X is the city-pair contract carrier and Airline Y is another U.S-certificated non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city-pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city-pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S-certificated Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

***NOTES:***

***(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.***

***(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.***

***(3) If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.***

**3. What makes the city-pair airfare the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

**4. How is Quality of Service Evaluated?**

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

**5. Why isn't every award for non-stop service?**

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

**6. Can't GSA make a carrier add nonstop service?**

No. Even though the City-Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the GOV'T.

**7. Can GSA require the airlines to offer smoke free international flights?**

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City-Pair Air Travel Accommodation FAQs

**1. Do I have to use the contract city-pair air carrier if authorized to use other than economy-/coach-class airfare (business-or first-class)?**

*Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for other than economy/coach class service when the contract carrier offers an other than economy/coach contract airfare. Other than economy/coach class service accommodations must be authorized IAW the JFTR, par. U3125 and JTR, C2204.

**2. Can I upgrade to business-class seating at GOV'T expense to accommodate my disability?**

Maybe. IAW Agencies/Services' policy, other than economy-/coach class travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the other than economy-/coach-class AO in advance of travel IAW JFTR/JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

**3. Can the air-carrier charge for seating 'options' and if so, is the charge reimbursable?**

Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a GOV'T requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

**4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?**

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City-Pair Airline Airfare FAQs

**1. How do I know if there is a contract city pair airfare?**

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city-pair website ***http://www.gsa.gov/portal/category/27228***.

**2. Can I combine two contract airfares to save money?**

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

**3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?**

The ticket shows a three-letter airfare basis code with –CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA economy-/coach-class city-pair airfare which is a highly discounted unrestricted airfare. If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

***NOTE 1*: *Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity-controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity-controlled airfare, the traveler is financially responsible to the GOV'T for the cost difference between the YCA airfare and the lower capacity-controlled airfare. CBCA 1511-TRAV, 7 May 2009.***

***NOTE 2*: *This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.***

b. **–CA** = Limited capacity, GSA economy-/coach- class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and –CA is that there are a limited number of seats on the less-costly –CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and –CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a –CA airfare and make changes, if necessary.

**4. How early is early to take advantage of the GOV'T discount for normal airfare city-pair airfares (–CA)?**

The city-pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city-pair airfares).

**5. Why does the GOV'T have to pay the Airline Passenger Excise tax? Isn't the GOV'T exempt from tax?**

The Federal GOV'T is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal GOV'T must pay.

**6. How can the cost of a city-pair flight between two cities vary on the same airline, but different flights?**

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

**7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the GOV'T rate for my airline reservations?**

The DTS vendors' OBE displays valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which DTS vendor is used.

E. <u>City-Pair Travel Allowance FAQs</u>

**1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?**

A traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

**2. Can I use a contract city-pair airfare for personal travel taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?**

The use of contract city-pair airfares is limited to official travel only. If personal travel is taken in conjunction with official GOV'T travel, the contract city-pair airfares cannot be used for that portion of the trip since that travel is personal. These city-pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the GOV'T is paying for the leave travel to (and/or from) the leave point.

**Example 1**: A traveler receives a TDY order for TDY travel (***official travel)*** from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (***personal convenience***) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is $251 and round-trip is $502.

b. Reimbursement for the entire trip is limited to $502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

**Example 2**: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. GOV'T and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is ***official travel.*** City-pair airfares may be used in accordance with JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee).

***NOTE*: CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.**

**3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?**

Contract city-pair airfare use MAY BE POSSIBLE for official GOV'T-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

a. **Civilian Employee**: RAT (Ch 5, Part K and APP I3-E4b), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member**: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. GSA Points of Contact**.** GSA - Airfares (City Pair Program) at www.gsa.gov/citypairs or contact following POCs at GSA - Airfares (City Pair Program) - Ask the Expert below for more information on GSA's Airline City-Pair Program. ***Only those without Internet access should call***.

| | | |
|---|---|---|
| **Mr. Jerry Bristow**<br>Program Manager<br>Contract City-Pair Program<br>(703) 605-2925<br>Jerome.bristow@gsa.gov | **Mr. Jerry Ellis**<br>Contract Specialist<br>City-Pair Program<br>(703) 605-2928<br>Jerry.ellis@gsa.gov | **Mr. Vincent Aquilino**<br>Program Analyst<br>City-Pair Program<br>(703) 605-2271<br>Vincent.aquilino@gsa.gov |

# PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DoD AGENCY which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4630 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;

2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and

4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part 1.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).***

3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:

a. Further Service or DoD AGENCY programs;

b. Present scientific and technical papers which further the development of the U.S. resources; and

c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Reimbursable Expenses

*1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as

soon as a written order to attend the conference has been generated. When the authority to register early is oral, the written order must reference the oral authority for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler's control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision
Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences
File: B-300826
Date: March 3, 2005

DIGEST
The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

(1) Meals and refreshments are incidental to the conference,

(2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

(3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

*J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

*1. The PMR example uses the Standard CONUS M&IE rate of $46 and the Standard GMR of $10.80 to compute the PMR amount. The $46 consists of $41 for meals and $5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

*Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

***NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.***

| | | |
|---|---|---|
| Step 1 | *Add the locality meal rate and GMR | $41 + $10.80 = **$51.80** |
| Step 2 | Divide Step 1 total in half (rounded to the next highest dollar) | $51.80 ÷ 2 = $25.90 (Rounded to $**26**) |
| Step 3 | Add Step 2 total to the CONUS incidental expense rate | $26 + $5 = **$31** |
| Step 4 | Proportional Meal and Incidental Expense Rate | **$31** |

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is $55/night and GMR is $10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of $26 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).***

| **ITINERARY**: | | |
|---|---|---|
| Day 1 | Depart Residence/Arrive TDY | |
| Day 2 | TDY | |
| Day 3 | Depart TDY/Arrive Residence | |
| **REIMBURSEMENT**: | | |
| Day | Computation | Total |
| Day 1 | $55 + [($46 (M&IE) x 75 %) = $34.50] = | $ 89.50 |
| Day 2 | $55 + $26 (PMR) + $5 IE = | 86.00 |
| Day 3 | $46 x 75% = | 34.50 |
| **TOTAL** | | **$ 210.00** |

# APPENDIX S

# AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and

2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. ***JFTR/JTR contents do not apply to contractors or their employees at FEML locations.***

C. Authorization Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). JFTR, par. U7207-I2 (uniformed member) and JTR, par. C7700- I2 (DoD civilian employee).

*D. Immediate Changes. Changes made to the list, but not in print, may be found at ***http://www.defensetravel.dod.mil/site/changesjftr.cfm***.

E. Authorized FEML Locations/Destinations

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|---|---|---|---|
| Albania, Tirana | EUCOM | Baltimore | 28 Sep 2012 |
| Algeria, Algiers | AFRICOM | Dulles | 27 May 2012 |
| Angola, Luanda | AFRICOM | Dulles | 27 May 2012 |
| Argentina, Buenos Aires | SOUTHCOM | Miami | 8 Nov 2011 |
| Armenia, Yerevan | EUCOM | Baltimore | 28 Sep 2012 |
| Australia | | | |
| Alice Springs | PACOM | Honolulu | *15 Feb 2013 |
| Learmouth (incl. Exmouth) | PACOM | Perth | *15 Feb 2013 |
| Azerbaijan, Baku | EUCOM | Baltimore | *28 Sep 2012* |
| Bahrain, Manama | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Bangladesh, Dhaka | PACOM | Honolulu | *****15 Feb 2013 |
| Barbados, Bridgetown | SOUTHCOM | Miami | 8 Nov 2011 |
| Belarus, Minsk | EUCOM | Baltimore | ***31 Jul 2009*** |
| Belize, Belmopan | SOUTHCOM | Miami | 8 Nov 2011 |
| Bolivia, La Paz | SOUTHCOM | Miami | 8 Nov 2011 |
| Bosnia, Sarajevo | EUCOM | Baltimore | 31 Oct 2011 |
| Botswana, Gaborone | AFRICOM | Dulles | 27 May 2012 |
| Brazil | | | |
| Brasilia | SOUTHCOM | Miami | 8 Nov 2011 |
| Rio de Janeiro | SOUTHCOM | Miami | 8 Nov 2011 |
| Sao Paulo | SOUTHCOM | Miami | 8 Nov 2011 |
| Bulgaria, Sofia | EUCOM | Baltimore | 28 Sep 2012 |
| Burma (See Myanmar) | | | |
| Burundi, Bujumbura | AFRICOM | Dulles | 27 May 2012 |
| Cambodia, Phnom Penh | PACOM | Honolulu | *15 Feb 2013 |

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|---|---|---|---|
| Cameroon, Yaoundé | AFRICOM | Dulles | 27 May 2012 |
| Chad, N'djamena | AFRICOM | Dulles | 27 May 2012 |
| Chile, Santiago | SOUTHCOM | Miami | 8 Nov 2011 |
| China, Beijing | PACOM | Honolulu | *15 Feb 2013 |
| Colombia, Bogota | SOUTHCOM | Miami | 8 Nov 2011 |
| Costa Rica, San Jose | SOUTHCOM | Miami | 8 Nov 2011 |
| Cote D'Ivoire, (formerly Ivory Coast), Abidjan | AFRICOM | Dulles | 27 May 2012 |
| Croatia, Zagreb | EUCOM | Baltimore | 28 Sep 2012 |
| Cuba | | | |
| Guantanamo Bay | SOUTHCOM | Jacksonville | 8 Nov 2011 |
| Havana ***(for USCG uniformed members only)*** | USCG | Miami | 31 Jan 2012 |
| Cyprus, Nicosia | EUCOM | Baltimore | 31 Oct 2011 |
| Democratic Republic of Congo, Kinshasa | AFRICOM | Dulles | 27 May 2012 |
| Djibouti | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Dominican Republic, Santo Domingo | SOUTHCOM | Miami | 8 Nov 2011 |
| Ecuador, Quito | SOUTHCOM | Miami | 8 Nov 2011 |
| Egypt, Cairo | CENTCOM | Baltimore | ***31 Jul 2010*** |
| El Salvador, San Salvador | SOUTHCOM | Miami | 8 Nov 2011 |
| Estonia, Tallinn | EUCOM | Baltimore | 31 Oct 2011 |
| Ethiopia, Addis Ababa | AFRICOM | Baltimore | 27 May 2012 |
| Fiji, Suva | PACOM | Honolulu | *****15 Feb 2013 |
| Gabon, Libreville | AFRICOM | Dulles | 27 May 2012 |
| Georgia, Tbilisi | EUCOM | Baltimore | 28 Sep 2012 |
| Ghana, Accra | AFRICOM | Dulles | 27 May 2012 |
| Greece | | | |
| Athens | EUCOM | Baltimore | 31 Oct 2011 |
| Larissa | EUCOM | Baltimore | 28 Sep 2012 |
| Greenland, Thule **1/** | EUCOM | Baltimore | 27 May 2012 |
| Guatemala, Guatemala City | SOUTHCOM | Miami | 8 Nov 2011 |
| Guinea, Conakry | AFRICOM | Dulles | 27 May 2012 |
| Guyana, Georgetown | SOUTHCOM | Miami | 8 Nov 2011 |
| Haiti, Port au Prince | SOUTHCOM | Miami | 8 Nov 2011 |
| Honduras, Tegucigalpa | SOUTHCOM | Miami | 8 Nov 2011 |
| Hong Kong | PACOM | Los Angeles | *15 Feb 2013 |
| India, New Delhi | PACOM | Honolulu | *15 Feb 2013 |
| Indonesia, Jakarta | PACOM | Honolulu | *15 Feb 2013 |
| Israel, Tel Aviv | EUCOM | Baltimore | 28 Sep 2012 |
| Ivory Coast (See Cote D'Ivoire) | | | |
| Jamaica, Kingston | SOUTHCOM | Miami | 8 Nov 2011 |
| Jordan, Amman | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Kazakhstan, Astana | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Kenya, Nairobi | CENTCOM | Baltimore | ***31 Jul 2010*** |

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|---|---|---|---|
| Kosovo, Pristina (eff 29 Sep 2010) | EUCOM | Baltimore | 28 Sep 2012 |
| Kuwait | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Kyrgyzstan, Bishkek | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Laos, Vientiane | Joint POW/MIA | Honolulu | ***31 Oct 2006*** |
| Latvia, Riga | EUCOM | Baltimore | 31 Oct 2011 |
| Lebanon, Beirut | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Liberia, Monrovia (eff 12 Sep 2008) | AFRICOM | Baltimore | 27 May 2012 |
| Libya, Tripoli | AFRICOM | Dulles | 27 May 2012 |
| Lithuania, Vilnius | EUCOM | Baltimore | 31 Oct 2011 |
| Macedonia, The Former Yugoslavia Republic of, Skopje | EUCOM | Baltimore | 31 Oct 2011 |
| Madagascar, Antananarivo | AFRICOM | Dulles | 27 May 2012 |
| Malaysia, Kuala Lumpur | PACOM | Sydney | *****15 Feb 2013 |
| Mali, Bamako | AFRICOM | Dulles | 27 May 2012 |
| Malta, Valletta (eff 29 Sep 2010) | EUCOM | Baltimore | 28 Sep 2012 |
| Mauritania, Nouakchott | AFRICOM | Dulles | 27 May 2012 |
| Mexico, Mexico City | NORTHCOM | San Antonio | 27 Sep 2012 |
| Moldova, Chisinau | EUCOM | Baltimore | 31 Oct 2011 |
| Mongolia, Ulaanbaatar | PACOM | San Francisco | *****15 Feb 2013 |
| Montenegro, Podgorica | EUCOM | Baltimore | 31 Oct 2011 |
| Morocco, Rabat | AFRICOM | Dulles | 27 May 2012 |
| Mozambique, Maputo | AFRICOM | Dulles | 27 May 2012 |
| Myanmar, Rangoon | PACOM | Honolulu | *15 Feb 2013 |
| Namibia, Windhoek | AFRICOM | Dulles | 27 May 2012 |
| Nepal, Katmandu | PACOM | Honolulu | *15 Feb 2013 |
| Nicaragua, Managua | SOUTHCOM | Miami | 8 Nov 2011 |
| Niger, Niamey | AFRICOM | Dulles | 27 May 2012 |
| Nigeria | | | |
| Abuja | AFRICOM | Dulles | 27 May 2012 |
| Lagos | AFRICOM | Baltimore | ***28 Feb 2010*** |
| Oman, Muscat | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Pakistan, Islamabad | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Panama, Panama City | SOUTHCOM | Miami | 8 Nov 2011 |
| Paraguay, Asuncion | SOUTHCOM | Miami | 8 Nov 2011 |
| Peru, Lima | SOUTHCOM | Miami | 8 Nov 2011 |
| Philippines, Manila | PACOM | Honolulu | *15 Feb 2013 |
| Poland, Warsaw | EUCOM | Baltimore | 28 Sep 2012 |
| Qatar, Doha | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Romania, Bucharest | EUCOM | Baltimore | 31 Oct 2011 |
| Russia, Moscow | EUCOM | Baltimore | 31 Oct 2011 |
| Rwanda, Kigali | AFRICOM | Dulles | 27 May 2012 |
| Saudi Arabia | | | |
| Dhahran | CENTCOM | Baltimore | ***31 Jul 2010*** |

| Authorized FEML Location | COCOM | Authorized Destination | Re-certification Due Date |
|---|---|---|---|
| Jeddah | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Jubail | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Khamis | CENTCOM | Baltimore | ***31 Jul 2010*** |
| King Khalid Military City | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Riyadh | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Tabuk | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Taif | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Senegal, Dakar | AFRICOM | Frankfurt | 27 May 2012 |
| Serbia, Belgrade | EUCOM | Baltimore | 28 Sep 2012 |
| Singapore | PACOM | Honolulu | ***** 15 Feb 2013 |
| South Africa, Pretoria | AFRICOM | Dulles | 27 May 2012 |
| Sri Lanka, Colombo | PACOM | *Honolulu | *15 Feb 2013 |
| Suriname, Paramaribo | SOUTHCOM | Miami | 8 Nov 2011 |
| Syria, Damascus | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Taiwan, Taipei | PACOM | Sydney | *****15 Feb 2013 |
| Tajikistan, Dushanbe | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Tanzania, Dar Es Salaam | AFRICOM | Baltimore | 27 May 2012 |
| Thailand, JUSMAGTHAI (eff. 21 Jan 09) | | | |
| Bangkok | PACOM | Honolulu | *****15 Feb 2013 |
| Chiang Mai | PACOM | Honolulu | *****15 Feb 2013 |
| Trinidad and Tobago, Port of Spain | SOUTHCOM | Miami | 8 Nov 2011 |
| Tunisia, Tunis | AFRICOM | Dulles | 27 May 2012 |
| Turkey, Ankara | UCOM | Baltimore | 31 Oct 2011 |
| Turkmenistan, Ashgabat | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Uganda, Kampala | AFRICOM | Dulles | 27 May 2012 |
| Ukraine, Kiev | EUCOM | Baltimore | 31 Oct 2011 |
| United Arab Emirates, Abu Dhabi | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Uruguay, Montevideo | SOUTHCOM | Miami | 8 Nov 2011 |
| Uzbekistan, Tashkent | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Venezuela, Caracas | SOUTHCOM | Miami | 8 Nov 2011 |
| Vietnam, Hanoi | PACOM | Honolulu | *15 Feb 2013 |
| Yemen, Sanaa | CENTCOM | Baltimore | ***31 Jul 2010*** |
| Zambia, Lusaka | AFRICOM | Dulles | 27 May 2012 |
| Zimbabwe, Harare | AFRICOM | Dulles | 27 May 2012 |

**1**/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

**2**/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.