

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**CHANGE 299****1 NOVEMBER 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 November 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)

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

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

JONATHAN W. BAILEY
RADM, NOAA
Director, NOAA Corps

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

DENISE S. CANTON
RADM, USPHS
Director, OCCFM

- D. Applicable MAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP Items:

MAP 59-11(I) -- DFAS BAH Address Updates. Replaces the four DoD Services' addresses for DoD BAH dependency determination and validation requests found in par. U10104-G3 with one DFAS address per a 21 June 2011 DFAS General Counsel memo. Affects par. U10104-G3.

MAP 67-11(E) -- IDT Outside Normal Commuting Distance. Allows payment of transportation costs for OCONUS Inactive Duty for Training. Affects pars. U7160-A1 and A2.

MAP 68-11(E)/CAP 79-11(E) -- Carrying of Firearms on Official Duty. Clarifies that travelers should refer to DoDD 5210.56 for directives governing the carrying of firearms while on official duty. Affects par. U1600.

MAP 71-11(E) -- TLE Extension to 60 Days for Minot AFB, North Dakota. Allows Minot AFB, North Dakota to be listed as a location authorized to receive 60 days TLE for a PDS that has experienced a major disaster. Affects par. U5710-B.

MAP 76-11(I)/CAP 81-11(I) -- USPACOM FEML. Updates and recertifies specified FEML locations. Affects APP S.

MAP 77-11(I) -- Hyperlink Maintenance Ch 4, Part B. Corrects and updates hyperlinks in Chapter 4, Part B. Affects pars. U4100, U4105-D, U4105-I, U4105-I4, U4125, U4127, U4129-A, U4129-E, Example 1, U4131-B3, NOTE 2, U4147-A, U4149-A, U4151-A, U4151-D, U4157, U4159, U4163, U4165-C, U4176-B, U4173, and U4177.

MAP 78-11(I) -- Hyperlink Maintenance Ch 4, Parts C-J. Corrects and updates hyperlinks in Ch 4, Parts C-J. Affects pars. U4250, U4605-B1, U4800-B, U4800-E, NOTE, U4800-E2b(3), U4800, Table 1, NOTE, and U4905-A2a.

MAP 79-11(I) -- Hyperlink Maintenance, Ch 5, Part B. Corrects and updates hyperlinks in Chapter 5, Part B. Affects pars. U5105-B1, NOTE, U5105-B2, U5105-C, U5105-E3, NOTE, U5106, Examples 1-4, U5116-C2b, U5125-A5b(2), U5125-B, U5130-A1b, U5130-A1, U5130-B4, and U5130-F.

MAP 80-11(I) -- Hyperlink Maintenance Ch 5, Part C. Corrects and updates hyperlinks in Ch 5, Part C. Affects pars. U5205-E, U5210-D, Examples 1 & 2, U5222-D1d(2), U5222-F3, U5222-N1, U5225-F5, U5230-A1b, U5230-A1, U5230-B3, U5240-C2c, U5241-A, U5241-C2, U5341-C3, U5341-F, U5242-A, U5242-A1c, U5242-A1e, U5242-B1, U5242-B2b&c, U5242-C3, U5242-C, NOTE 1, U5242-C, NOTE 2, U5242-C, NOTE 3, U5242-C, NOTE 4, U5246-A1b, U5246-A2, U5255-D, U5260-B1a, U5260-B1b, U5260-C1a, U5260-D1a, U5260-D1a(3), U5260-D1a(4), and U5260-E.

MAP 81-11(I)/CAP 86-11(I) -- Update USAF Address. Changes the mailing address for USAF from Arlington, VA to Joint Base Andrews NAF Washington, MD. Affects pars. U4179-A4, U10000-C4, U10022-C2d(4), and U10422-B1c.

MAP 87-11(I)/CAP 89-11(I) -- Tour Length for Vyskov, Czech Republic. Establishes a tour length of 24 months accompanied (dependents 18 or older) and 12 months unaccompanied for Vyskov, Czech Republic for DoD members. Affects APP Q, Part 1.

MAP 89-11(I) -- Rewrite par. U6001. Rewrites and reformats wording for par. U6001. Affects par. U6001.

MAP 91-11(I)/CAP 92-11(I) -- PDTATAC Fax Number Change. Updates PDTATAC fax numbers. Affects Introduction - Feedback Reporting, and pars. U1010-A, U3415-B2b, U4179-A8, U4179-B-Table, U4250-1, U6005-D1, U9150-B3, U9195-C3, and U10028-A3.

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 299

1 NOVEMBER 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	299 11-11	298 10-11	297 09-11	296 08-11	295 07-11	294 06-11	293 05-11	292 04-11	291 03-11	290 02-11	289 01-11	288 12-10	287 11-10	286 10-10
Title Page	297	297	297	270	270	270	270	270	270	270	270	270	270	270
Cover Letter	299	298	297	296	295	294	293	292	291	290	289	288	287	286
Record of Changes	299	298	297	296	295	294	293	292	291	290	289	288	287	286
Introduction	299	297	297	292	292	292	292	292	277	277	277	277	277	277
Table of Contents	288	288	288	288	288	288	288	288	288	288	288	288	287	286
Chapter 1														
TOC	299	293	293	293	293	293	293	290	290	290	286	286	286	286
Part A	299	298	297	293	293	293	293	292	289	289	289	288	287	286
Part B	298	298	286	286	286	286	286	286	286	286	286	286	286	286
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
Part F	299													
Chapter 2														
TOC	292	292	292	292	292	292	292	292	290	290	289	287	287	280
Part A	298	298	297	292	292	292	292	292	289	289	289	288	287	286
Part B	293	293	293	293	293	293	293	288	288	288	288	288	286	286
Part C	298	298	264	264	264	264	264	264	264	264	264	264	264	264
Part D	294	294	294	294	294	294	288	288	288	288	288	288	282	282
Part E	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part F	298	298	297	287	287	287	287	287	287	287	287	287	287	286
Part G	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part H	298	298	295	295	295	290	290	290	290	290	289	286	286	286
Chapter 3														
TOC	287	287	287	287	287	287	287	287	287	287	287	287	287	286
Part A	295	295	295	295	295	294	291	291	291	290	288	288	287	286
Part B1	298	298	295	295	295	294	292	292	290	290	289	288	286	286
Part B2	298	298	296	296	295	292	292	292	286	286	286	286	286	286
Part B3	298	298	292	292	292	292	292	292	287	287	287	287	287	264
Part B4	298	298	292	292	292	292	292	292	291	286	286	286	286	286
Part C	298	298	294	294	294	294	271	271	271	271	271	271	271	271
Part D	298	298	290	290	290	290	290	290	290	290	289	288	286	286
Part E	299	298	297	292	292	292	292	292	290	290	289	287	287	285
Part F	296	296	296	296	292	292	292	292	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	292	292	292	292	292	292	292	290	290	289	287	287	281
Part A	297	297	297	283	283	283	283	283	283	283	283	283	283	283
Part B	299	298	297	294	294	294	292	292	291	290	289	288	287	286
Part C	299	297	297	294	294	294	292	292	288	288	288	288	279	279
Part D	295	295	295	295	295	293	293	290	290	290	271	271	271	271
Part E	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part F	292	292	292	292	292	292	292	292	288	288	288	288	283	283
Part G	299	298	289	289	289	289	289	289	289	289	289	286	286	286

JFTR	299 11-11	298 10-11	297 09-11	296 08-11	295 07-11	294 06-11	293 05-11	292 04-11	291 03-11	290 02-11	289 01-11	288 12-10	287 11-10	286 10-10
Part H	294	294	294	294	294	294	289	289	289	289	289	283	283	283
Part I	299	298	292	292	292	292	292	292	288	288	288	288	280	280
Part J	299	265	265	265	265	265	265	265	265	265	265	265	265	265
Chapter 5														
TOC	294	294	294	294	294	294	284	284	284	284	284	284	284	284
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	299	296	296	296	291	291	291	291	291	290	288	288	279	279
Part B3	299	296	296	296	291	291	291	291	291	288	288	288	279	279
Part B4	290	290	290	290	290	290	290	290	290	290	278	278	278	278
Part B5	277	277	277	277	277	277	277	277	277	277	277	277	277	277
Part B6	299	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	299	294	294	294	294	294	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	288	288	288	288	288	288	288	286	286
Part C2	299	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C3	299	296	296	296	291	291	291	291	291	288	288	288	279	279
Part C4	299	298	289	289	289	289	289	289	289	289	289	283	283	283
Part C5	299	266	266	266	266	266	266	266	266	266	266	266	266	266
Part C6	299	294	294	294	294	294	291	291	291	287	287	287	287	286
Part C7	299	294	294	294	294	294	290	290	290	290	286	286	286	286
Part D1	294	294	294	294	294	294	292	292	291	289	289	288	286	286
Part D2	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part D3	290	290	290	290	290	290	290	290	290	290	286	286	286	286
Part D4	290	290	290	290	290	290	290	290	290	290	288	288	283	283
Part D5	292	292	292	292	292	292	292	292	270	270	270	270	270	270
Part D6	289	289	289	289	289	289	289	289	289	289	289	283	283	283
Part D7	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part D8	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part D9	293	293	293	293	293	293	293	293	283	283	283	283	283	283
Part D10	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part D11	298	298	286	286	286	286	286	286	286	286	286	286	286	286
Part D12	289	289	289	289	289	289	289	289	289	289	289	283	283	283
Part E1	296	296	296	296	291	291	291	291	291	288	288	288	283	283
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	283	283	283	283
Part G1	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part G2	291	291	291	291	291	291	291	291	291	286	286	286	286	286
Part G3	291	291	291	291	291	291	291	291	291	277	277	277	277	277
Part H	299	297	297	288	288	288	288	288	288	288	288	288	286	286
Part I	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part J	297	297	297	285	285	285	285	285	285	285	285	285	285	285
Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Chapter 6														
TOC	299	282	282	282	282	282	282	282	282	282	282	282	282	282
Part A1	299	293	293	293	293	293	293	286	286	286	286	286	286	286
Part A2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	299	297	297	292	292	292	292	292	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	286	286	286	286	286	286	286
Part B1	293	293	293	293	293	293	293	286	286	286	286	286	286	286

JFTR	299 11-11	298 10-11	297 09-11	296 08-11	295 07-11	294 06-11	293 05-11	292 04-11	291 03-11	290 02-11	289 01-11	288 12-10	287 11-10	286 10-10
Part B2	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B3	292	292	292	292	292	292	292	292	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	294	294	294	294	294	294	293	291	291	289	289	288	286	286
Part A	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part B	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part C	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part D	282	282	282	282	282	282	282	282	282	282	282	282	282	282
Part E	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F1	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F2	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F3	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part G	299	292	292	292	292	292	292	292	291	290	289	288	284	284
Part H1	296	296	296	296	294	294	291	291	291	288	288	288	286	286
Part H2	288	288	288	288	288	288	288	288	288	288	288	288	284	284
Part I	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part J	294	294	294	294	294	294	289	289	289	289	289	285	285	285
Part K	282	282	282	282	282	282	282	282	282	282	282	282	282	282
Part L	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part M	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part N	288	288	288	288	288	288	288	288	288	288	288	288	265	265
Part O	289	289	289	289	289	289	289	289	289	289	289	278	278	278
Part P	290	290	290	290	290	290	290	290	290	290	265	265	265	265
Part Q	294	294	294	294	294	294	287	287	287	287	287	287	287	264
Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part S	293	293	293	293	293	293	293	264	264	264	264	264	264	264
Part T	294	294	294	294	294	294	265	265	265	265	265	265	265	265
Part U	294	294	294	294	294	294	292	292	286	286	286	286	286	286
Part V	298	298	288	288	288	288	288	288	288	288	288	288	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	292	292	292	292	292	292	292	291	280	280	280	280	280
Part Z1	288	288	288	288	288	288	288	288	288	288	288	288	278	278
Part Z2	288	288	288	288	288	288	288	288	288	288	288	288	278	278
Chapter 8														
TOC	280	280	280	280	280	280	280	280	280	280	280	280	280	280
Ch 8	292	292	292	292	292	292	292	292	286	286	286	286	286	286
Chapter 9														
TOC	282	282	282	282	282	282	282	282	282	282	282	282	282	282
Part A	290	290	290	290	290	290	290	290	290	290	268	268	268	268
Part B	280	280	280	280	280	280	280	280	280	280	280	280	280	280
Part C1	299	297	297	286	286	286	286	286	286	286	286	286	286	286
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	293	293	293	293	293	293	293	290	290	290	264	264	264	264
Part C5	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C6	292	292	292	292	292	292	292	292	288	288	288	288	286	286
Part C7	299	297	297	294	294	294	292	292	275	275	275	275	275	275
Part D	290	290	290	290	290	290	290	290	290	290	282	282	282	282

JFTR	299 11-11	298 10-11	297 09-11	296 08-11	295 07-11	294 06-11	293 05-11	292 04-11	291 03-11	290 02-11	289 01-11	288 12-10	287 11-10	286 10-10
Chapter 10														
TOC	293	293	293	293	293	293	293	290	290	290	280	280	280	280
Part A	299	297	297	293	293	293	293	292	291	290	280	280	280	280
Part B	299	284	284	284	284	284	284	284	284	284	284	284	284	284
Part C	290	290	290	290	290	290	290	290	290	290	270	270	270	270
Part D	293	293	293	293	293	293	293	291	291	282	282	282	282	282
Part E1	293	293	293	293	293	293	293	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	281	281
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	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	291	291	291	291	291	291	291	291	291	277	277	277	277	277
Part E9	284	284	284	284	284	284	284	284	284	284	284	284	284	284
Part E10	299	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	291	291	291	291	291	291	291	263	263	263	263	263
Part E13	288	288	288	288	288	288	288	288	288	288	288	288	280	280
Appendix A														
TOC														286
Part 1	298	298	297	296	294	294	293	292	291	290	289	288	287	286
Part 2	297	297	297	288	288	288	288	288	288	288	288	288	287	286
Part 3														286
Part 4														286
Appendix E														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	297	297	297	294	294	294	293	292	284	284	284	284	284	284
Part 2	297	297	297	292	292	292	292	292	290	290	280	280	280	280
Part 3	297	297	297	287	287	287	287	287	287	287	287	287	287	280
Appendix F														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	289	289	289	289	289	289	289	289	289	289	289	289	266	266
Part 2	275	275	275	275	275	275	275	275	275	275	275	275	275	275
Appendix G														
APP G	296	296	296	296	294	294	292	292	291	290	289	287	287	286
Appendix H														
TOC	290	290	290	290	290	290	290	290	290	290	289	286	286	286
Part 1	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2A	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2B	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2C	292	292	292	292	292	292	292	292	288	288	288	288	286	286
Part 3A	289	289	289	289	289	289	289	289	289	289	289	289	286	286
Part 3B	292	292	292	292	292	292	292	292	288	288	288	288	286	286
Part 4A	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 4B	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 5A	289	289	289	289	289	289	289	289	289	289	289			
Part 5B	289	289	289	289	289	289	289	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	292	292	292	292	292	292	292	269	269	269	269	269	269

JFTR	299 11-11	298 10-11	297 09-11	296 08-11	295 07-11	294 06-11	293 05-11	292 04-11	291 03-11	290 02-11	289 01-11	288 12-10	287 11-10	286 10-10
Appendix K														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	292	292	292	292	292	292	292	292	269	269	269	269	269	269
Part 2	292	292	292	292	292	292	292	292	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	293	293	293	293	293	293	293	292	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	294	294	294	294	294	294	289	289	289	289	289	287	287	285
Appendix O														
TOC	290	290	290	290	290	290	290	290	290	290	274	274	274	274
APP O	297	297	297	295	295	292	292	292	291	290	288	288	287	286
Appendix P														
TOC	290	290	290	290	290	290	290	290	290	290	287	287	287	286
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	280
Part 2	292	292	292	292	292	292	292	292	289	289	289	287	287	286
Appendix Q														
TOC	290	290	290	290	290	290	290	290	290	290	263	263	263	263
Part 1	299	298	295	295	295	294	286	286	286	286	286	286	286	286
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	286	286	286	286	286	286	286
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	287	287	287	287	287	287	287	267
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	276
Part 2	292	292	292	292	292	292	292	292	290	290	288	288	287	278
Appendix S														
APP S	299	298	295	295	295	294	292	292	289	289	289	288	285	285
Appendix T														
TOC	284	284	284	284	284	284	284	284	284	284	284	284	284	284
APP T	290	290	290	290	290	290	290	290	290	290	286	286	286	286
Appendix U														
APP U	289	289	289	289	289	289	289	289	289	289	289	288	285	285
Appendix V														
APP V	267	267	267	267	267	267	267	267	267	267	267	267	267	267

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INTRODUCTION TO
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)
FOR UNIFORMED SERVICE MEMBERS

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. 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 Assistant 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. UI1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoDD 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, OH 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 Policy & 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, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
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, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.
FAX: (571) 372-1301.

HOW TO GET THE JFTR

[JFTR](http://www.defensetravel.dod.mil/site/perdiem.cfm) 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>.

CHAPTER 1

GENERAL

Paragraph Title/Contents

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000	APPLICATION A. Authority B. Application C. Authorization Not Stated D. Duplicate Payment E. Travel not Paid for by the GOV'T
U1005	GENERAL
U1006	COMPLEMENTARY REGULATIONS
U1007	COMPUTATION RULES A. Computation Rules B. AEA Limitation
U1008	CHAPLAIN-LED PROGRAMS
U1010	IMPLEMENTATION A. Allowance Regulations B. Implementation
U1015	EXPENDITURE AUTHORITY
U1020	REGULATION CHANGE EFFECTIVE DATE
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
U1030	TERMINOLOGY
U1031	REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES
U1035	PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM
U1037	TDY CANCELED OR CHANGED
U1039	DEFENSE TRAVEL SYSTEM (DTS) A. General B. Travel Computed under DTS C. AO's Responsibilities D. Traveler's Responsibilities E. A Typical Business Trip

<u>Paragraph</u>	<u>Title/Contents</u>
U1040	GAIN-SHARING PROGRAM
U1041	PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION
U1042	RESIGNATION OR RELEASE AT PERSONAL REQUEST OF A USPHS MEMBER
U1043	SEPARATION AT PERSONAL REQUEST OF A NOAA CORPS MEMBER
U1045	GOV'T QTRS USE/AVAILABILITY A. QTRS Available B. QTRS Not Available C. Order or Voucher
U1050	CONFERENCE/TRAINING AT THE PDS
U1051	HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS
U1055	APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR
U1060	REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE A. General B. Participation C. Enrollment Fee

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

U1200	NON-REIMBURSABLE EXPENSES A. General B. Promotional Materials/Benefits C. Seat Relinquishing D. Lost, Delayed, or Damaged_Accompanied Baggage
U1205	STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

PART C: RESERVED (SEE APP G)

PART D: ISSUANCE OF MEAL TICKETS

U1500	MEAL TICKETS A. Issuance B. Procedures C. Value
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PART E: RESERVED

PART F: CARRYING OF FIREARMS ON OFFICIAL DUTY

U1600	Carrying Of Firearms On Official Duty
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PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

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

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

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity.

2. *Expenses reimbursed by another entity must not be paid by the GOV'T.*

3. A non-deductible meal (par. U4167) provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for duplicate payments received, including any allowances covered in JFTR.

5. The Improper Payments Information Act of 2002, Public Law 107-300 may apply. See http://www.whitehouse.gov/omb/memoranda_m03-13.

E. Travel not Paid for by the GOV'T

1. These regulations:

a. Address allowances paid/reimbursed by the GOV'T.

b. Do **not** address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

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 Policy & 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 the 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. See 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: pdtatac@dtmo.pentagon.mil; or
2. Mail:

Per Diem, Travel and Transportation Allowance Committee
Attn: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

- *3. Fax: (571) 372-1301

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. See par. U4000 for justification. 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 DoDFMR 7000.14-R, Volume 9 based on an IRS requirement, requires that each traveler produce each lodging receipt, and each receipt for any individual official travel expense of \$75 or more. ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt for room costs is provided from the hotel.***

3. After the Traveler Returns

a. Completing the Expense Report. Based on the DoDFMR 7000.14-R, Volume 9 requirement, a traveler should complete and submit the Trip Record expense report portion within 5 working days after returning from the trip. Required 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. See 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.

U1042 RESIGNATION OR RELEASE AT PERSONAL REQUEST OF A PUBLIC HEALTH SERVICE MEMBER

The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be authorized under the JFTR if that member resigns/separates of the member's own volition:

1. Before completing 2 years of continuous active duty, or
2. Before completing a period of active duty agreed to in writing, or
3. Without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

U1043 SEPARATION AT PERSONAL REQUEST OF A NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) CORPS MEMBER

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the appointment date in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the member of any or all travel and transportation allowances to which the member would otherwise be authorized under the JFTR.

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., using Service/Agency procedures) 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. See [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). See 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 only 1 night at one location (stopover or multiple locations);

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. See 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.dhs.gov/>. 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. See 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).

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PART F: CARRYING OF FIREARMS ON OFFICIAL DUTY

U1600 CARRYING OF FIREARMS ON OFFICIAL DUTY

See [DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties](#). Non-DoD members should consult Service information.

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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 USEA. 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 (and DoDFMR 7000.14-R, Volume 9) for receipt requirements.

B. Selecting a Rental Vehicle

1. DTR 4500.9-R, Part I, Chapter 106, Policy (http://www.transcom.mil/j5/pi/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 by:

*(1) Mail:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Program Management Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

*(2) Fax: (571) 372-1301, or

*(3) 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. *See 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 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.* See 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.* See [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 at <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: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. **TDY aboard Foreign (Non-government) Ship.** A member is not authorized per diem for any TDY period aboard a non-government foreign ship when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day. If a member is required to retain unoccupied 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: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.***

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

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

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY 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 (see 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. ***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.*** 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. See Ch 3 for transportation allowances. Per diem ICW transportation delays at the PDS may be paid in certain extremely limited weather-related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).

*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 \times 55\% = \142.45 , rounded up to \$143), plus lodging tax of \$15/night.

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

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

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

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

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. See par. U2510 and the [DoDFMR 7000.14-R, Volume 9](#) concerning 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. See [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.** Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) 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 for room costs is provided from the hotel.**

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 at <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. Lodging 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			
<i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</i>			
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			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (<i>NOTE</i>)	
Second thru Fifth Day			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax (<i>NOTE</i>)	
Return day to Location A			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

Example 2			
<i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</i>			
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 (<i>NOTE</i>)	
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 (<i>NOTE</i>)	
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. Follow Service/Agency procedures for making lodging arrangements (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: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

D. **Meal Rate.** The meal rate established by the 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.***

NOTE: As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

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 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.***

<u>Example</u>	
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://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://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) may be authorized and must be stated in the order.***

E. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are ***not available*** and 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 lodgings 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.*** See par. U4510 for occasional meals authority.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

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

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

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day. See 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. See 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: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

2. In-flight meals,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or
7. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

U4169 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					
<p>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.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.</p> <p>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.</p> <p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i></p>					
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 2 nd Stopover M&IE		50 miles
REIMBURSEMENT					
Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$				\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 4	$\$60 + \$56 =$				\$116.00
Day 5	$\$56 \times 75\% =$				\$ 42.00
1 round trip of 830 miles (official distance) x \$0.51/mile =					<u>\$ 423.30</u>
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 17 th 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.			
<i>NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.</i>			
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	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	$\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$		\$ 21.80
17 March	$\$6 + \$26 \text{ (PMR)} + \$5 \text{ (IE)} =$		\$ 37.00
18 March	$\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$		\$ 21.80
19 March	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 650 miles (official distance) x \$0.51/mile =			<u>\$ 331.50</u>
Total Reimbursement			\$487.10

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

EXAMPLE 3				
PER DIEM RATE – AOR TRAVEL COMPUTATION				
A MEMBER IS TDY IN AN AOR.				
2-3 Jan	The member departed the residence via POC (2 Jan), and was en route awaiting transportation without procuring lodging.			
4 Jan	Arrives at the AOR TDY station.			
5-30 Jan	The member stayed in GOV'T QTRS and received \$3.50/day.			
31 Jan	The member departed the AOR TDY station and arrived at another AOR location.			
1 Feb	The member departed the AOR location and arrived at an approved delay stopover point, procuring lodging.			
2 Feb	The member departed the stopover point and arrived at the residence.			
PER DIEM COMPUTATION:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Depart 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	Arrive TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR) (Lodging in GOV'T QTRS)	--	TD	\$3.50 (\$0/ \$3.50) TDY Destination
31 Jan	Depart 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	Arrive 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
MEMBER REIMBURSEMENT				\$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). See par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC member.
2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:
 - a. Per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or

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

NOTE: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a 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. See par. U7225 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

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

NOTE: The GMR used in the following example(s) is for illustrative purposes only (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 \$1,464.50 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i>			
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	<i>Per diem is not payable at the PDS (par. U4102-D)</i>		\$ 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).			
<i>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.</i>			
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	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10.80 + \$5 \text{ (IE)} =$		\$ 21.80
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	<i>Per diem is not payable at the PDS (par. U4102-D)</i>		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14-15 July	$\$6 + \$10.80 + \$5 \text{ (IE)} = \$21.80/\text{day} \times 2 \text{ days} =$		\$ 43.60
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.51/mile =			<u>\$377.40</u>
Actual Cost Total			\$592.80
Constructed Cost			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10-15 July	$\$6 + \$10.80 + \$5 \text{ (IE)} = \$21.80/\text{days} \times 6 \text{ days} =$		\$130.80
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) x \$0.51/mile =			<u>\$188.70</u>
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 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.

NOTE: As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75%

of the reduced M&IE (if any) prescribed for the site.

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, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
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 SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

NOTE: See 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:

<u>CONUS Locations</u>	<u>Non-Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p>General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management 1 Constitution Square, 6th floor (685C) 1275 First Street NE *Washington, DC 20417-0001 ATTN: Jill Denning jill.denning@gsa.gov</p>	<p>Defense Travel Management Office ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 *FAX: (571) 372-1301</p>	<p>Department of State Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103</p>

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 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. U4105-1 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 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 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 meal amount 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 meal amount 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 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. See 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.

NOTE: As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

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/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. See 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. See 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; and
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. Summit meeting,
 - c. Sports event,
 - d. World's fair,
 - e. Convention,
 - f. Natural or man-made disaster (including the disaster aftermath) or
 - g. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other QTRS for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

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

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. Cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

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

U4225 EXPENSES

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

U4250 OVER 300% MAXIMUM AEA

*Under special/unusual circumstances or when a *member* has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the applicable [rate](#) (par. U4255), an amount in excess of 300% may be authorized *in advance only* ([47 Comp. Gen. 127 \(1967\)](#)) by an AEA issued by:

*1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW pars. U4210-1 to the Per Diem, Travel and Transportation Allowance Committee by:

*a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

*b. FAX: (571) 372-1301 or,

*c. E-Mail: pdttac@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/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/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/day average cost. The member may only be reimbursed for \$2/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			
AEA Single TDY location			
AEA authorized for lodging and M&IE paid on a per diem basis. <i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51		<u>TDY Location Per Diem w/AEA</u> AEA authorized NTE \$450 (\$150 x 300%) 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 (Denotes AEA computation)			
Date	Computation		Amount
10 Aug	$\$330 + [\$51 \times 75\%] = \$330 + \$38.25 =$		\$368.25
11-12 Aug	$\$330 + \$51 = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 75\% = \38.25		\$38.25
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).			
<i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location ‘A’ Per Diem w/o AEA</u> Maximum Per Diem - \$221 Lodging - \$150, M&IE - \$71		<u>TDY Location ‘A’ Per Diem Rate w/AEA</u> AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332) Lodging NTE \$261 (\$332 - \$71) M&IE - \$71	
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	$\$170 \text{ (AEA lodging)} + [\$71 \times 75\%] = \$170 + \$53.25, \text{ TDY Location A} =$		\$223.25
8 Sep	$\$170 \text{ (AEA lodging)} + \$71 =$		\$241.00
9-10 Sep	$\$70 + \$46 = \$116/\text{day} \times 2 \text{ days, TDY Location B} =$		\$232.00
11 Sep	$\$75 + \$51 = \text{TDY Location C} =$		\$126.00
12 Sep	$\$51 \times 75\% =$		<u>\$ 38.25</u>
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). <i>'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i>				
<u>CONUS TDY Location Per Diem w/o AEA</u>		<u>CONUS TDY Location Per Diem w/AEA</u>		
Maximum Per Diem - \$150 Lodging - \$99, M&IE - \$51		AEA authorized NTE \$225 (\$150/day x 150% = \$225/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50)		
ITINERARY				
Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24,	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$76 AEA M&IE)			\$206.00
13 Aug	\$17			\$17.00
Total Reimbursement				\$553.50

PART G: ITDY TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

U4600 GENERAL

A. Authority. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 406. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process *only* to assist in moving dependents from one location to another when the dependents have been or are being moved at Government expense.

B. Allowances. DLA is payable to a member when dependents relocate under an ITDY order (pars. U5620 and U5630-B16). Dependent transportation is authorized under this Part the same as for PCS. The MALT in par. U5105-B1 applies unless the dependent accompanies the member to the TDY location traveling in the same POC. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives TDY mileage. See par. U4755 for HHG transportation.

U4605 MEMBER ORDERED ON ITDY

A. General. *Only the Service Headquarters can authorize/approve ITDY*. When ITDY applies and the member's TDY order does not provide for return to the PDS and the TDY:

1. Is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. Order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances to an alternate place may be authorized at GOV'T expense IAW Agency/Service regulations.

B. Travel to/from the Old PDS, Alternate Place En Route to the ITDY Location. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place from the old PDS when authorized by the Secretarial Process under par. U4605-A. This authority, to relocate at GOV'T expense, exists *only* when the Secretarial Process determines that the member's presence is needed to assist the dependent(s) and not for personal convenience.

*1. This may be accomplished while en route to the ITDY assignment, or as a separate PCS round trip between the old PDS and alternate place at GOV'T expense before departure on the ITDY assignment. [See B-199354, 1 July 1981](#).

2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY notification IAW par. U2200-A. *Round-trip transportation between the ITDY station and the alternate place at GOV'T expense to assist dependents in relocating is not authorized.*

C. Member's Return to the Old PDS or Travel via the Old PDS en route to the New PDS. The member is authorized PCS travel and transportation allowances from the ITDY location via the alternate place to which dependents were moved at GOV'T expense, en route back to the old PDS, or to a new PDS. When a member, IAW an order is required to return to the old PDS prior to travel to the new PDS via the alternate place to which dependents were moved at GOV'T expense, the member is authorized PCS travel and transportation allowances from the ITDY location via the old PDS to the alternate place to the new PDS. Return to the old PDS prior to travel to the new PDS via the alternate place must be stated in the member's order or authorized/approved through the Secretarial Process. The authority to travel via the alternate place exists only when the Secretarial Process determines it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). *As a reminder, reimbursement for dependent travel is limited to travel directly from the alternate location to the official destination (either old or new PDS as appropriate). Arranging a HHG/POV shipment is not an authorized reason.*

Part G: ITDY – Travel & Transportation Allowances for Dependent Travel

1. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.
2. The member's PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS at which the dependents are located is limited to the GOV'T's constructed cost and POC travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, GOV'T or common carrier transportation mode and necessary travel time between the authorized points (par. U3010) is cost effective and time efficient to perform the official travel in most situations.
3. ***The authority does not apply when the member has reported to the new PDS on subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at GOV'T expense.*** The member is financially responsible for the travel and transportation expenses if performed (par. U2000-B).

D. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station or from the alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

U4610 DEPENDENT TRAVEL

A. Dependent Travel and Transportation to the Alternate Place. All travel and transportation authorized at GOV'T expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

1. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.
2. PDS and ITDY Stations Are Both OCONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station. However, if determined to be in the GOV'T's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.
3. PDS is in CONUS and the ITDY Station is OCONUS. Only the Secretarial Process may authorize/ approve dependents' travel and transportation at GOV'T expense in this situation. When authorized/approved, transportation may be authorized from the PDS to:
 - a. The ITDY station;
 - b. A CONUS location; or
 - c. A non-foreign OCONUS location ***if the non-foreign OCONUS location is the member's*** HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.

Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

Part G: ITDY – Travel & Transportation Allowances for Dependent Travel

4. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at GOV'T expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. See par. U4605-D.

B. PCS Order Received at the ITDY Station. When a dependent is moved at GOV'T expense to the ITDY station or other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at GOV'T expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized dependent travel and transportation from the ITDY station or alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

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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: See 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:

Part I: Reimb Options for Mbrs on TDY w/in a Combatant Command/JTF AOR

- (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 (see 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 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, Volume 12, Chapter 19 at http://comptroller.defense.gov/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, see 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			
<u>SUBSIST ASHORE</u>			
TDY Option	Subsistence	Per Diem	Remarks
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	
<u>SUBSIST ABOARD GOV'T VESSEL 3/</u>			
TDY	GOV'T QTRS and GOV'T Meals	None	
<u>FOOTNOTES:</u>			
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](#).

PART J: TRAVEL ADVANCES

U4900 GENERAL

A. Policy. Members traveling on official business:

1. Are responsible for their travel expenses, but
2. Should not have to pay official travel expenses entirely from personal funds (unless the member decides not to use GOV'T resources such as the GTCC or traveler's checks).

B. Responsibilities. Commands:

1. May issue travel advances for certain expenses, as authorized in this Part, and
2. Should ensure members take all reasonable steps to minimize the cash burden on both the command and the member (such as using the GTCC).

U4905 ALLOWABLE ADVANCES

A. Authorization. Travel advances may be paid when:

1. Authorized on an authorization/order, and
2. Permitted IAW:
 - *a. The [DODFMR, Volume 9](#) (DOD Services), or
 - b. Service regulations (Non-DOD Services).

B. Advances. Advances may be for:

1. Per diem,
2. TDY mileage,
3. AEA,
4. Reimbursable expenses, and/or
5. Advance lodging deposits. A member may be reimbursed, prior to official TDY travel, for an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel. The member is financially responsible for repayment of the advance deposit if the deposit is forfeited because the TDY travel is not performed for reasons unacceptable to the agency.

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SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General

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

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

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

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

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

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

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

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

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

*C. Reimbursement for Common Carrier Transportation Plus Per Diem. It is mandatory policy for all travelers to use an available CTO for all official transportation requirements. A member who, despite the DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule necessary to meet the order requirements. *Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair airfare (not the capacity-controlled city-pair airfare if both capacity-controlled and non-capacity-controlled airfares are available) only if GOV'T-procured transportation is available under par. U3120 ([B-163758, 14 Aug 1975](#)).* Per diem is computed under par. U5113.

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

E. Travel by Mixed Modes

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

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

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

b. Travel between local transportation terminals.

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

3. PCS Mixed Modes Example

PCS Mixed Modes

***NOTE:** The rates in this example may not be current. See par. U2025 for the Standard CONUS per diem rate. See par. U2600 for the MALT rate.

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.235/mile		'MALT-Plus' per diem rate is \$123/day Leave address M&IE is \$51 New PDS M&IE is \$71	
COST FOR ACTUAL TRAVEL:			
1 Jul	Commercial air cost from old PDS to leave address (non city-pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
20 – 30 Jul	MALT: 838 miles x \$.235/mile =		\$196.93
	'MALT-Plus' per diem: \$123/day x 3 days =		\$ 369.00
Total Actual Cost =			\$879.18
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:			
1-9 Jul	MALT rate: 2,984 miles x \$.235/mile =		\$701.24
	'MALT-Plus' per diem: \$123/day x 9 days =		\$1,107.00
Total Constructed Cost =			\$1,808.24
Reimburse to the traveler the actual cost (\$879.18) NTE the constructed cost (\$1,808.24).			
The traveler is due:			\$879.18

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SECTION 3: PCS EXAMPLES - LODGING AND ‘MALT-PLUS’ PER DIEM

U5106 PCS EXAMPLES - LODGING AND ‘MALT-PLUS’ PER DIEM

*The [Standard CONUS per diem rate](#) used in these examples may not be current. See par. U2025.

EXAMPLE 1				
Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Traveler spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for the new PDS is \$46. MALT rate per authorized POC is \$.235/mile.				
REIMBURSEMENT:				
15 Jul	Per diem: \$115 ($\$115 < \126) + ($75\% \times \$62 = \46.50) =			\$ 161.50
	MALT: 114 miles x \$.235/mile =			\$26.79
16 Jul	Per diem: $75\% \times \$46 =$			\$34.50
	Taxi			<u>\$ 25.00</u>
Total Reimbursement =				\$247.79
<i>NOTE: MALT & ‘Lodging-Plus’ per diem are paid for the same day.</i>				

EXAMPLE 2				
Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Traveler spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 ($\$110 / \42). M&IE for the new PDS is \$60. Standard CONUS per diem = \$123. MALT rate per authorized POC is \$.235/mile.				
REIMBURSEMENT:				
1-2 Aug	\$123/day x 2 days			\$246.00
3 Aug	\$110 + \$42 =			\$152.00
	805 miles x \$.235/mile =			\$189.18
4 Aug	75% x \$60 =			\$ 45.00
	Taxi			<u>\$ 20.00</u>
Total Reimbursement =				\$652.18
<i>NOTE: Though there is another ‘MALT-Plus’ per diem day payable, pay ‘Lodging-Plus’ computed per diem for the night spent at the port.</i>				

EXAMPLE 3				
Date	Departure/Arrival	Location	Transportation	Distance
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Traveler spends \$75/night for lodging 4-9 Jun while TDY. TDY per diem rate is \$123 (\$77/ \$46). Standard CONUS per diem = \$123. MALT rate per authorized POC is \$.235/mile.				
REIMBURSEMENT:				
1-3 Jun	\$123/day x 3 days =			\$369.00
4 Jun	\$75 + \$46 =			\$121.00
	1,200 miles x \$.235/mile =			\$282.00
5-9 Jun	(\$75 + \$46)/day x 5 days =			\$605.00
10 Jun	\$123/day x 1 day =			\$123.00
	300 miles x \$.235/mile =			\$ 70.05
Total Reimbursement =				\$1,570.05
NOTE: MALT is paid 4 June; pay 'Lodging-Plus' per diem since the traveler arrived at the TDY location that day.				

EXAMPLE 4				
Date	Departure/Arrival	Location	Transportation	Distance
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Traveler spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$123. MALT rate per authorized POC is \$.235/mile.				
REIMBURSEMENT:				
1-9 Jul	\$123/day x 3 days =			\$369.00
10 Jul	\$109 + \$46 =			\$155.00
	1,080 miles x \$.235/mile =			\$253.80
11 Jul	75% x \$82 =			\$ 61.50
	120 miles x \$.235/mile =			\$ 28.20
Total Reimbursement =				\$867.50
NOTE: Though MALT is paid 11 July, pay 'Lodging-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.				

SECTION 6: PCS TO, FROM, OR BETWEEN OCONUS POINTS**U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**

A. General. Except as specifically provided in pars. U5116-B and U5116-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/limited reimbursement to, from or between OCONUS points, is authorized:

1. The applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS; and
2. Transportation by available GOV'T aircraft or ship, otherwise GOV'T-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. The applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS; and
4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. U5116-A1/ U5116-A3 IAW par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on a PCS order not involving transoceanic travel (see APP A) is authorized the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use GOV'T or GOV'T-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. Personal travel under par. U5116-A; and
- b. Dependents' travel under par. U5207; and
- c. POV delivery to the loading port/VPC for transportation under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the GOV'T's advantage and is used by the member for the entire distance between duty stations, reimbursement is on a 'MALT-Plus' basis for the member/dependents for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

*b. Transoceanic Travel by Personally Owned Boat. When the member travels by POC by personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair, if available). Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

c. Travel Partly by POC and Partly by Common Carrier. When POC travel has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

3. Per Diem for POC Travel Involving a Car Ferry. When a member/dependent traveling between two PDSs travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized. See par. U3330 for transportation reimbursement.

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

b. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on:

(1) Per diem rate prescribed for the member's new PDS if travel ends on that day, or

(2) 'MALT-Plus' per diem if travel by POC continues on the day after the departure day (debarkation) from the ferry (par. U5105-B).

c. Dependent Per Diem. The percentages, in par. U5210-B, apply when computing a dependent's per diem.

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

D. Transoceanic Transportation Reimbursement Costs

1. GOV'T/GOV'T-procured Transportation Available. *When travel is directed by GOV'T/GOV'T-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.* If GOV'T and GOV'T-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. GOV'T Transportation and GOV'T-procured Transportation Not Available. When GOV'T transportation and GOV'T-procured transportation are not available, the member is authorized reimbursement for the cost of transportation used NTE the policy-constructed airfare (see APP A) over the direct route between origin and destination. If aircraft travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Ships or Aircraft of Foreign Registry. *See Ch 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on ships or aircraft of foreign registry.*

4. Travel by Privately-Owned Boat. See par. U5116-C2b.

E. Reimbursement when the Member Performs Indirect/Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the member is authorized:

1. 'MALT-Plus' for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
2. Reimbursement for the cost of transoceanic U.S.-certificated transportation used and per diem; and
3. Reimbursement for transoceanic non-U.S.-certificated transportation used and per diem NTE the cost the GOV'T would have incurred for the member's transportation on the direct route if travel by non-U.S.-certificated carrier on the circuitous route is supported by the documentation required in Ch 3, Part B, stating that a U.S.-certificated carrier was not available on the direct route and documentation stating that a U.S.-certificated carrier was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by GOV'T/GOV'T-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the unused directed transportation mode cost. See APP A for indirect/circuitous travel definition.

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SECTION 8: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. Travel in CONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. Has a break in service of at least 1 calendar day; and
- c. Actually travels

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.*** A member traveling to/between any/different location(s) is authorized allowances for travel performed NTE the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. Is authorized travel allowances under par. U5125 to an OCONUS HOR or PLEAD; and
- c. Has a break in service of at least 1 calendar day; and
- d. Actually travels

is authorized travel and transportation allowances under par. U5116.

3. Travel to Processing Station of Choice. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOR or PLEAD from the last PDS, on a case by case basis (IAW Service policy). If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity as determined by the Service. See par. U1010-B6. The member is authorized the per diem (or AEA) appropriate for the processing station away from the PDS while undergoing separation processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructed place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see APP A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and

b. Whose period of active duty service at separation or relief from active duty is less than 90% of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:

- (1) Transportation in kind (no per diem) by the least expensive transportation mode available, or
- (2) An amount NTE the Gov't's cost of such transportation.

This limitation does not apply to a member in the following categories:

*a. Retired for physical disability or placed on the TDRL (without regard to length of service) under [Chapter 61, 10 USC](#) (see par. U5130-A1);

*b. Retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) ([B-160488, 14 February 1967](#));

c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

d. Separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or

*e. Discharged under [10 USC §1173](#) for hardship.

*B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances. This prohibition does not deny PCS allowances when the member is transferred on a PCS order in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a prior period of service continuation. See [45 Comp. Gen. 661 \(1966\)](#).

C. Discharge from the Service under other than Honorable Conditions. See Ch 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, a time limit extension (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. Found unfit by a physical evaluation board to perform the duties of the member's grade,
2. Not authorized a HOS move under par. U5130, and
3. Ordered for the Gov't's convenience to a place to await disability proceedings completion,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the initial physical evaluation board results. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service);
- *b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days ([B-160488, 14 February 1967](#));
- c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
- d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

- a. Any place in the U.S.;
- *b. The HOR outside the U.S. (see par. U5125-A) or the place outside the U.S. from which the member was initially called or ordered to active duty ([53 Comp. Gen. 963 \(1974\)](#), [54 id. 1042 \(1975\)](#)); or
- c. Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances under par. U5125-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOS from the last PDS, on a case by case basis (IAW Service policy). If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station as determined by the Service. See par. U1010-B6. The member is authorized the per diem (or AEA) appropriate for the processing station away from the PDS while undergoing retirement/release to inactive duty processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process. See par. U5012-I.

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process. See par. U5012-I.

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is authorized travel and transportation allowances to a HOS from the last PDS. However:

a. Travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process. See par. U5012-I.

*4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the member's benefit and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. U5012-I) using the Secretarial Process. See [B-126158, 21 April 1976](#). The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service. See [B-207157, 2 February 1983](#).

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authority for travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Member on TDRL Who Is Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

*F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the GOV'T's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued ([32 Comp. Gen. 348 \(1953\)](#)).

SECTION 2: TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

U5205 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or a dependent child's parent/court appointed guardian may request relocation for personal safety and may be authorized travel and transportation under par. U5205 if it is determined by the Service-designated official that:

- a. The member has committed a dependent-abuse offense against a dependent of the member;
- b. A safety plan and counseling have been provided to the dependent;
- c. The dependent's safety is at risk; *and*
- d. Dependent relocation is advisable.

2. Dependent relocation must be in the best interest of the:

- a. Member or the member's dependent, *and*
- b. U.S. GOV'T.

B. Definitions

1. Dependent Child. For the purposes of par. U5205, a member's dependent is

- a. A dependent/acquired dependent as defined in APP A; and
- b. A member's unmarried child who was transported to the member's PDS at GOV'T expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. *HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.*

D. Order

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent, baggage, and HHG; transportation may be authorized for the member's dependent, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent is a foreign national to the country of the dependent's origin.

2. Transportation-in-kind, transportation reimbursement, or MALT PLUS, is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in NTS to the designated relocation site may be authorized.

*E. Reimbursement. IAW [37 USC §406\(h\)\(4\)\(A\)](#), all monetary payments, except DLA, are paid directly to the dependent instead of the member.

SECTION 3: MISCELLANEOUS TRAVEL FACTORS

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

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

B. Air Travel Medically Inadvisable

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

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

U5210 PER DIEM RATE FOR DEPENDENT TRAVEL

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

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

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

NOTE: When more than one POC is used as provided for in par. U5015-A, and a dependent traveling in a POC travels along the same general route on the same days as the member, the dependent is accompanying the member (par. U5210-C for a dependent 'not' accompanying the member). A member's TDY location is not a

delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

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

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

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

D. Examples

EXAMPLE 1 CONUS TO OCONUS PCS				
*The Standard CONUS per diem rate used in this example may not be current. See par. U2025.				
Member, spouse, and 4-year old child perform PCS travel. Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). New PDS M&IE is \$60. Standard CONUS per diem = \$123.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - \$20.00
REIMBURSEMENT				
1-2 Aug	\$276.75 (\$123 member + 92.25 spouse + 61.50 child)/day x 2 days=			\$553.50
3 Aug	\$110 + \$42 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	(\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	600 miles x \$.235/mile =			\$ 141.00
Taxi				<u>\$ 20.00</u>
Total Reimbursement				\$1,157.75

EXAMPLE 2 OCONUS TO CONUS PCS				
*The Standard CONUS per diem rate used in this example may not be current. See par. U2025.				
Member, spouse, 14 year-old child and 10 year old child perform PCS travel. Family spends \$220 for lodging (single room rate is \$100) on 15 Jul. POE per diem rate is \$188 (\$126/ \$62). New PDS M&IE is \$46. Standard CONUS per diem = \$123.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi - \$25.00
REIMBURSEMENT				
15 July	$\$62 \times 75\% = \$46.50 + \$100$ (\$100 less than \$126) (member) =			\$146.50
	$\$219.75$ ($\$146.50 \times 75\%$ /dependent $\times 2$ dependents \geq age 12) + $\$73.25$ ($\$146.50 \times 50\%$ /dependent $<$ age 12) =			\$293.00
16 July	$\$46 \times 75\% =$ (member)			\$ 34.50
	$\$51.75$ ($\$46 \times 75\% \times 75\%$ /dependent $\times 2$ dependents \geq age 12) + $\$17.25$ ($\$46 \times 75\% \times 50\%$ /dependent $<$ age 12) =			\$ 69.00
	MALT: 600 miles \times \$.235/mile =			\$ 141.00
	Taxi			<u>\$ 25.00</u>
Total Reimbursement				\$709.00

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

U5215 FACTORS AFFECTING DEPENDENT TRAVEL

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

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

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

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

1. U.S. or a non-foreign OCONUS location, or,
2. The dependent's native country if the dependent is foreign-born.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the

separated/retired spouse's last PDS to the member's PDS on that PCS order.

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

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

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

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

U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

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

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

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

B. MALT Rate

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

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

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

SECTION 4: VARIOUS UNIQUE PCS SITUATIONS

U5222 VARIOUS UNIQUE PCS SITUATIONS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authorization for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in par. U5201-B3e and U5201-B3f do not apply.***

C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS order to the OCONUS PDS, NTE the allowances for travel from the last place transported at GOV'T expense to the new PDS. GOV'T transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependent Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at GOV'T expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at GOV'T expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at GOV'T expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may elect to move a dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;

- (3) The member was called to active duty from that area;
 - (4) It is the member's HOR; or
 - (5) Authorized/approved through the Secretarial Process;
- c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. Par. U5350-C second item for related HHG transportation.;
- (1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
 - *(2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per [DoDI 1315.18](#), Procedures for Military Personnel Assignments; (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>);
 - (3) The Commandant of the Coast Guard (CG-12) may make an exception for a Coast Guard member; and
 - (4) *A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.*
2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS ([57 Comp. Gen. 266 \(1978\)](#)).
3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.
4. Subsequent Authorization. When a member is:
- a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
 - b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
 - c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at GOV'T expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical ([57 Comp. Gen. 266 \(1978\)](#)).

5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

- a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authorization is limited to that from the designated place to the new home port.
- b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authorization is limited to that from the old home port to a designated place.
- c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

6. Home Port Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked. Provisions apply to, but are not limited to a member who has:

- a. Delayed dependent travel or transportation to the old home port or
- b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5201-B3e and B3f do not apply.

F. COT. A member stationed OCONUS who is selected to serve a COT is authorized the following dependent travel and transportation allowances (IPCOT allowances, par. U5240-G):

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the GOV'T's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.

2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.

*3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9205-A1). ***A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18,*** Procedures for Military Personnel Assignments. at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.

4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed NTE the allowances from the place the dependent was last moved at GOV'T expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization, par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5201-B.*** Except as provided in par. U5222-K2, authorization for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS

from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5201-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at GOV'T expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-K1 and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (Par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When a dependent did not travel at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the last or any prior PDS or place the dependent was retained (par. U5201-A) or from a designated place to which previously transported (par. U5222-D), as applicable;

b. When a dependent traveled at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the hospital to which the member was transferred when the dependent traveled at GOV'T expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at GOV'T expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty ([63 Comp. Gen. 135 \(1983\)](#)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

NOTE: Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.

1. General. A dependent of a member on duty aboard a ship:

a. Being overhauled or inactivated at a place other than its home port or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authorization, to the overhaul or inactivation port, NTE the cost of GOV'T-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided

transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authorization becomes available. The dependent travel under par. U5222-M may not exceed the cost of GOV'T-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

- a. Ship's designated future home port; or
- b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

- a. Ship's future home port; or
- b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115 D, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authorization becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
- c. The automobile mileage rate (Par. U2600) for the distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5201-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation

port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

NOTE: Pars. U5120-F and U5120-G when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. Par. U10406 and Tables U10E-4 and U10E-5 for housing allowance changes when a Service defers a dependent's travel.

*1. General. The Services have limited discretionary authority (pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

*a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication. See [DoDI 1315.18](#) .
<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.

b. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at GOV'T expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy (par. U5160-E). ***Pars. U5120-F and G are not applicable when the designated place has not been declared.***

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at GOV'T expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS order must state that dependent travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at GOV'T expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must state that dependent travel under that order to the new CONUS PDS at GOV'T expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at GOV'T expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This par. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (Par. U2200-B3).

The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/ approved, the PCS order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. This par. applies when dependent travels to a dependent-selected location not authorized by an official travel order or performs the travel prior to the issuance of an amended/modified PCS order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the GOV'T's travel and transportation cost directly from the last place to which the dependent was moved at GOV'T expense to the new PDS. ***Pars. U5120-F and G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

SECTION 5: VARIOUS SEPARATIONS

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel from the PDS or place to which the dependent was last transported at GOV'T expense to the place to which the member elects to receive travel allowances under par. U5125. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.***

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. Being commissioned from an enlisted grade;
2. Being commissioned in the regular establishment while on active duty as an RC member; or
3. Accepting a new commission in an RC without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized upon relief from active duty to dependent travel and transportation allowances to the correct HOR if the:

1. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. ***A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.***

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. ***A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.***

E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks. An RC member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or
2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service. Par. U5225-F applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the GOV'T's cost of the least expensive

common carrier transportation that would have been furnished. Par. U5225-F does not apply to a member who is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5230-A1a);
2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);
3. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
4. Separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
- *5. Discharged under [10 USC §1173](#) for hardship; or
6. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. **Time Limit.** Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization to exist under par. U5225. When travel before the 181st day would impose a hardship on the separated member, a time limit extension (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. **Member Ordered to a Place to Await Results of Disability Proceedings.** A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not authorized to select a home under par. U5130, but who, for the GOV'T's convenience, is ordered to a place to await the results of the disability proceedings, is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested. Dependent travel under par. U5225-H must not preclude authorization for dependent travel when a disability separation order, or other order, ultimately is issued. Such authorization is subject to adjustment upon final disposition of physical disability proceedings so as NTE the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point to which the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. **Member Ordered to a College.** An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. **Travel to HOS Authorized.** A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:
 - a. Retired for physical disability or placed on the TDRL (without regard to length of service);
 - *b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days ([B-160488, 14 February 1967](#));

- c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

*A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependent travels to a home other than the member's HOS, is authorized dependent travel and transportation allowances for travel actually performed NTE the authorization for travel from PDS, or place to which the dependent was last transported at GOV'T expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved the dependent at GOV'T expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependent travel under par. U5230-A to the member's HOR or PLEAD outside the U.S. under par. U5225-A ([53 Comp. Gen. 963 \(1974\)](#); [54 id. 1042 \(1975\)](#)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. U5225-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

- a. On Date of Termination of Active Duty. A member authorized dependent travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.
- b. During 1-Year Period after Date of Termination of Active Duty. A member authorized dependent travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

2. Member Undergoing Education or Training. A member authorized dependent travel and transportation allowances under par. U5230-A1 who:

- a. Is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or
- b. Begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided:

- a. Travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and
- b. The transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. U5012-I.

*3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific authorization time period may be authorized/approved through the Secretarial Process ([B-126158, 21 April 1976](#)). The delays authorized under par. U5230-B3 must be incident to separation of the member from the Service ([B-207157, 2 February 1983](#)).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status, authorized dependent travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. *A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not authorized dependent travel and transportation allowances ICW such discharge or retirement. See par. U5230-A or U5230-B for authority ICW placement on the TDRL.*

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at GOV'T expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependent was last transported at GOV'T expense.

3. Time Limitations. Time limitations are the same as in par. U5230-B except for a retiree dying on or after 6 January 2006 who had not yet made a HOS choice at the time of death. In this case the dependent, or the retiree's executor if there are no dependents, has 3 years from the member's date of retirement.

Examples when retiree dies before choosing a HOS:

Member retired 1 July 2005 -- Initial 1 year to make the move.

Member died 10 January 2006 -- Family now has until 30 June 2008 to make a HOS.

Member retired 1 July 2005 -- Initial 1 year to make the move.

Member died 3 January 2006 -- Family has until 30 June 2006 to make a HOS move.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the GOV'T's convenience, is ordered to a place to await a further order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another order later is issued. However, authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

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SECTION 6: UNUSUAL/EMERGENCY CIRCUMSTANCES

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: See par. U5905-C2 for HHG transportation under unusual/emergency circumstances.

A. General

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

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

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

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

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

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

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

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

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

is authorized dependent travel and transportation allowances to the PDS or home port of the ship, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. ***However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependent may be retained at the place to which the dependent traveled under pars. U5240-B1 through U5240-B7 until further transportation is authorized.

NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process. Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5201-B is governed by par. U6005.

C. Dependent Travel and Transportation OCONUS for Medical Care

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

2. Local Medical/Dental Care Not Available

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

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

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

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

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

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

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

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

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

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

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

mileage allowance (B-202964, 23 February 1982).

7. Lodging and Meals. The actual cost of dependent's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate. ***A dependent is not authorized meal expenses for round-trip travel that is performed within 12 hours (see par. U4102-F).*** This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (APP A1) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign area (APP A1) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

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

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

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

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

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

D. Dependent Travel and Transportation Incident to an Alert Notice

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

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

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

NOTE: The authority limit is up to that from the old to the current PDS. Authority under par. U5240-E is limited to

the situation in which a member's tour is extended due to:

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

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

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

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

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

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

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

3. Travel Request. Travel may be requested by:

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

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

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

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

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

- a. The court-martial is completed, or

b. Of administrative discharge.

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

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

1. Unaccompanied to Accompanied Tour

a. Dependent travel and transportation at GOV'T expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.

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

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

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

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

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

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

B. Definitions

1. Dependent. See APP A1. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at GOV'T expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS (see par. U5215-B).

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

C. Limitations

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

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

- a. No GOV'T-funded travel and transportation allowances are authorized under par. U5241 when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.
- b. Effective for deaths occurring on or after 6 January 2006, the dependent has 3 years, beginning on the member's date of the death to choose a HOS for the purpose of travel and transportation allowances.

Examples:

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

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

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

D. When Authorized

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

- a. Dead; or
- b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
- c. Absent for a period of more than 29 days in a missing status.

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

2. Additional Moves

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

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

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

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

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

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

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

U5242 FUNERAL TRAVEL

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

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

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

a. The deceased member's surviving spouse (including a remarried surviving spouse);

b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;

*c. The deceased member's parent or parents as defined in 37 USC §401(b)(2) (***NOTE 1*** below);

d. The deceased member's siblings;

*e. The person who directs the disposition of the deceased member's remains under 10 USC §1482(c) (***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct the disposition of the remains if individual identification had been made; and

f. If no person described in par. U5242-A1a through U5242-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U5242-A1e. A person provided travel and transportation under par. U5242-A1f is in addition to the person referred to in par. U5242-A1e.

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

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

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

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

a. The time necessary to travel to the location concerned, plus

b. NTE 2 days at that location, and

c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

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

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

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

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

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

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

e. Definitions. See par. U5242-C.

5. Memorial Service. An eligible relative may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service if that memorial service for a deceased member who dies while on active duty occurs at a location other than the burial ceremony location. This round-trip is in addition to that to the burial ceremony and must be completed within 2 years following the member's death, unless the time limitation is waived by the Service Secretary. Allowances in pars. U5242-A1, U5242-A2, U5242-A3, and U5242-A4 apply to the additional roundtrip. Travel and transportation allowances may be provided under par. U5242-5 for travel of eligible relatives to only one installation/home port/unit memorial service for the deceased member. The memorial service must be in the CONUS, a non-foreign OCONUS area or the deceased member's last PDS or home port, and may not be in a theater of combat operations.

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

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

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

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

*b. Child or children, including children described in section [37 USC §401\(b\)\(1\)](#) (**NOTE 4** below) of the deceased member,

*c. The parent or parents of the deceased member as defined in section [37 USC §401\(b\)\(2\)](#) (**NOTE 1** below),

d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. **Allowances.** An eligible family member is issued an ITA under APP E2, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

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

1. An interment of casketed or cremated remains;

2. A placement of cremated remains in a columbarium;

*3. A memorial service for which reimbursement is authorized under [10 USC §1482\(d\)\(2\)](#) (**NOTE 3** below); and

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

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

a. A natural parent of the member;

b. A step parent of the member;

c. A parent of the member by adoption;

d. A parent, stepparent, or adopted parent of the spouse of the member; and

e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

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

a. The surviving spouse of the decedent;

b. Blood relatives of the decedent;

c. Adoptive relatives of the decedent; and

d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

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

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

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) *reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.*

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

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

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

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

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

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

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

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

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

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

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

- b. While traveling directly to or from such training.

*DoDFMR, Volume 7A, paragraph 570604, and table 57-3 at http://comptroller.defense.gov/fmr/07a/07a_57.pdf or COMDTINST M7229.29B par. 12-Q and figure 12-1 for a Coast Guard member. at http://www.uscg.mil/directives/cim/7000-7999/CIM_7220_29B.pdf

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

B. Designated Individuals

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

- a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.
- b. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulations used by the agency/department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel authorization and/or paid under DTS.
- c. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

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

C. Transportation

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

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C1b is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured

transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C1c.

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

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

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

U5250 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER

A. General. A Uniformed Service member covered by par. U5250 is a member who:

1. as a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and.
2. is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

B. Non-Medical Attendant. A non-medical attendant is an individual who is:

1. designated by the member to be a non-medical attendant for the member, and
2. determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

C. Regulatory Authority. A non-medical attendant of a member described in par. U5250-A may be provided transportation and per diem under par. U5250 as determined by appropriate authority. A non-medical attendant under par. U5250 may not also be a designated individual under par. U5246. The Secretarial Process may authorize/approve transportation and per diem for more than one non-medical attendant in extenuating circumstances. See par. U1010-B1 for claims and APP E1, par. A2q for ITA authority.

1. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

2. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel order and/or paid under DTS.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U5250-D, U5250-E and U5250-F.

D. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending

physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the designated individual's presence may contribute to the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for personally procured commercial transportation cost (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. U2600) for the official distance traveled by POC,

Reimbursement for personally procured transportation and/or POC use is NTE the GOV'T-procured commercial round-trip air travel cost. GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5250-D is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of GOV'T-procured commercial air travel between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5250-D1c.

2. Other Trips. Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (see par. U3505). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

E. Per Diem

1. General. When a designated individual is authorized a round-trip to and from a medical facility at GOV'T expense, per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5250-E.*

2. Non-medical Attendant Resides at PDS. A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. U3505 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

F. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U5250 may be reimbursed. Receipt requirements are the same as those in par. U2510.

G. Funds Advance. An allowance under par. U5250 may be paid in advance (see par. U2300).

Effective for travel on or after 12 April 2011

U5255 TRAVEL AND TRANSPORTATION FOR DESIGNATED INDIVIDUALS ATTENDANCE AT YELLOW RIBBON

A. General. Ordinarily, not more than two individuals designated by (par. U5255-B) a member authorized to attend a Yellow Ribbon Reintegration Program (DoDI 1342.28) event may be provided transportation and per diem under par.

U5255 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than two designated individuals in circumstances determined to be appropriate by the Service Concerned. See par. U1010-B1 for claims and APP E1, par. A2t for ITA authority.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence at the Yellow Ribbon event may contribute to the purpose of the event for the member. If the designated individual is a:

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

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

c. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U5255-C, U5255-D and U5255-E.

2. The member must designate individuals in writing and may change any or all of the designated individuals at any time. However, only two designated individuals may attend each separate trip event unless the Secretarial Process authorizes/approves more than two.

C. Transportation. One, or a combination, of the following round-trip transportation services between the designated individual's home and the Yellow Ribbon event location may be provided:

1. Transportation-in-kind;

2. Reimbursement for the cost of personally procured commercial transportation (***CTO use is still MANDATORY***) NTE the cost of GOV'T-procured round-trip air travel;

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

GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5255-C2 is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5255-C3.

*D. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time, computed under par. U3005-C, is authorized for travel to, from, and while at the Yellow Ribbon event for travel under par. U5255.

E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U5255 may be reimbursed. Receipt requirements are the same as those in par. U2510.

F. Funds Advance. An allowance under par. U5255 may be paid in advance IAW par. U2300.

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

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:

a. Is serving on active duty;

- b. Was held captive, as determined by the Secretary Concerned; and
- c. Is repatriated to a site inside or outside the U.S.

2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

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

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

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

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

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

1. Transportation-in-kind.
2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.
3. Reimbursement for the commercial transportation cost NTE the cost of GOV'T-procured round-trip air travel.

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

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

SECTION 7: DEPENDENT STUDENT TRANSPORTATION

U5260 DEPENDENT STUDENT TRANSPORTATION

A. General. A member permanently stationed OCONUS, who is authorized to have a dependent reside at or in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent (defined in par. U5260) attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence as provided in par. U5260-A. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5201-A1b, or a MALT as prescribed in par. U5201-A1c. *No per diem is payable unless otherwise indicated.* Transportation, when possible, is by GOV'T-owned or GOV'T-procured transportation on a space-required basis. Ch 3, Part B, applies to transportation procurement and U.S. transportation facilities use for travel authorized in par. U5260-A.

B. Dependent Student Attending a Dormitory DoDEA School

1. Definitions. The following definitions are specific to par. U5260.

*a. Dependent. A "dependent" in par. U5260 ([20 USC §932](#)) is a minor individual who:

- (1) Has not completed secondary schooling; and
- (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and to whom the member provides one-half or more support.

*b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 ([20 USC §921 et seq.](#)) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

- a. Travel to Member's Residence

- (1) During the school year a member is authorized three round-trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

- (2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

- b. Travel to other than the Member's Residence

- (1) A member authorized transportation under par. U5260-B for a dependent may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

- (2) Reimbursement is limited to the GOV'T's transportation cost from the DoDEA school to the

member's residence by the authorized mode.

NOTE: For par. U5260-B, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is:

- a. GOV'T-owned/procured (on a space-required basis),
- b. Personally procured common carrier reimbursement (par. U5201-A1b), or
- c. A MALT (par. U5201-A1c).

NOTE: Ch 3, Part B, for transportation procurement.

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of UB may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA-selected school) on the first and final trip of each school year.

C. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

- *a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition-free handicapped DoDEA students, and
- b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in the JFTR.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in the JTR.
- c. Parent or Guardian is Not GOV'T-Employed. Reimbursement is IAW TDY travel in the JTR.
- d. Student. Reimbursement is IAW TDY travel in the JTR.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to par. U5260-D.

*a. Formal education ([37 USC §430\(f\)](#)) is:

(1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9-12, or equivalent);

(2) An undergraduate college education;

*(3) A graduate education pursued on a full-time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of "institution of higher learning"); and

*(4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of "postsecondary vocational institution"). Post-secondary education

includes a full-time program at an accredited:

- (a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or
- (b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

NOTE: The definition of "DoDEA school" in par. U5260-B1b does NOT apply to par. U5260-D.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at GOV'T expense to the member's OCONUS PDS, retains the authorization for the dependent's travel and transportation to the member's PDS.

2. Transportation Allowances. A member:

- a. Permanently stationed OCONUS; and
- b. Accompanied by a command-sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education;

is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances (***NOTE below***) for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The reimbursement amount is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the expense location.)*** Lodging tax on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).

4. Limitations. Par. U5260-D does not apply to a member:
 - a. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;
 - b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:
 - (1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or
 - (2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;
 - c. Assigned to a PDS or ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
 - d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.
5. Travel to a Location other than the Member's OCONUS PDS/Home Port
 - a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
 - b. Reimbursement is limited to what it would have cost the GOV'T for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.
6. Transoceanic Travel
 - a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, GOV'T-procured air transportation (from a CTO) for the transoceanic travel portion is to be used.
 - b. Travel Performed at Personal Expense
 - (1) AMC Service Available. *No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*
 - (2) AMC Service Not Available. Reimbursement (limited to the amount the GOV'T would have paid for CTO-provided GOV'T-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.
 - c. GOV'T-procured Transportation Not Available. Reimbursement is authorized for transportation costs NTE the policy-constructed airfare (APP A) over the direct route between the origin and destination.
 - d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly CTO-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. Par. C3130.
7. Travel
 - a. Overland travel should be by CTO-provided GOV'T-procured transportation, or, if a CTO is not available at personal expense on a reimbursable basis.
 - b. CTO-provided GOV'T-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO-provided GOV'T-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the GOV'T for CTO-provided GOV'T-procured transportation between authorized points.

d. When a POC is used, mileage (par. U2600) is authorized -- the mileage amount paid cannot exceed the GOV'T's cost had CTO-provided GOV'T-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part E, or par. U3320, as appropriate.

f. Pars. U3125-B and U3125-C apply to dependent student travel.

8. UB. UB of up to 350 pounds may be transported ICW each authorized trip between the school and the member's PDS under par. U5260-D. The member is financially responsible for any overweight UB during educational travel.

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round-trip UB transportation.

*E. DoDEA Student Travel for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, ([20 USC §§921-932](#)), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

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PART H: TLE ALLOWANCE WITHIN CONUS

U5700 PURPOSE

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

U5705 AUTHORIZATION

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

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS; or

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

2. After arriving at the new CONUS PDS, DESIGNATED PLACE, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

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

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

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A1) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

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

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

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

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a

PCS); or

3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (par. U5205); or
6. When ordered to ITDY.

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

U5710 TIME LIMITATIONS

A. General. TLE reimbursement is limited to:

1. CONUS. 10 days for a member who:

- a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS, but may not use TLE at the old OCONUS PDS (par. U9150); or
- b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS, but not OCONUS; or

2. OCONUS. 5 days for a member who:

- a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS, but may not use TLE at the new OCONUS PDS (par. U9150); or
- b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE, but not OCONUS (par. U9150).

B. Temporary Increase

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

1. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
 - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
 - b. A sudden increase in the number of members assigned to the PDS.

2. TLE temporarily increased locations:

<u>Location</u>	<u>Effective Dates</u>	<u>Number of TLE Days</u>
Fort Drum, NY	22 Mar 2007 – 19 Mar 2008	20
Fort Drum, NY	20 Mar 2008 – 31 Dec 2011	60
Fort Bliss, TX	19 Mar 2010 – 18 Mar 2013	60
*Minot AFB, ND	*20 Sep 2011 – 19 Dec 2011	*60

U5715 TEMPORARY QTRS

Temporary QTRS for the member/dependent(s):

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

NOTE: Lodging receipts are required by DoDFMR 7000.14-R, Volume 9. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

U5720 REIMBURSEMENT

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

1. Each may be reimbursed up to \$290/day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE ***may be paid***, in addition to TQSE for civilian employees, (JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

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

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days (B-221732, 10 April 1987); and

2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and
3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use available GOV'T QTRS (par. U1045).

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

D. Reimbursement Example:

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

E. Reimbursement Computation

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

No. of Eligible Persons Occupying Temporary QTRS	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%

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

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

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

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

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

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

Example 1 -- TLE ALLOWANCE	
Member with no dependents	
A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$124 (\$78/ \$46). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

Example 2 -- TLE ALLOWANCE	
Member with 3 dependents	
A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$123 (\$77/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	160% x \$46 = \$73.60
Lodging	160% x \$77 = \$123.20
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$123.20 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80

Example 3 -- TLE ALLOWANCE	
Two Members with other dependents	
<p>A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$123 (\$77/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:</p>	
Member #1	
(with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate).	
M&IE	100% x \$46 = \$46
Lodging	100% x \$77 = \$77
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$77 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
Member #2	
(with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate)	
M&IE	100% x \$46 = \$46
Lodging	100% x \$77 = \$77
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$77 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
<p>The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).</p>	

Example 4 -- TLE ALLOWANCE

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days.** The members are authorized TLE, computed as follows:

Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = \$1,862.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$120.00 vs. \$116.25 \$116.25

Example 5 -- TLE ALLOWANCE

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$113.60 + \$195 = \$308.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$308.60 \$290/day x 2 days = \$580
NEW PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$46.00 = \$73.60 160% x \$90.00 = \$144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$144 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$85.00 = \$158.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	\$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60
The member is authorized a total of \$1,531.60 (\$580.00 + \$951.60) for TLE.	

Example 6 -- TLE ALLOWANCE

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

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

Example 7 -- TLE ALLOWANCE
Two Rooms Occupied

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

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

U5725 FUNDS ADVANCE

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

CHAPTER 6

EVACUATION ALLOWANCES

Paragraph Title/Contents

PART A: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SECTION A1: GENERAL

- U6000 REFERENCES**
- A. Title 37, USC §405a
 - B. DoDD 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990 at <http://www.dtic.mil/whs/directives/corres/html/302514.htm>
 - C. (For DoD Services) DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)) at <http://www.dtic.mil/comptroller/fmr/07a/index.html>
 - D. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."
- U6001 GENERAL INFORMATION**
- A. General
 - B. Application
 - C. Member's Travel Status
 - D. Funding
 - E. Evacuation Allowance Payments
 - F. When Allowance Payments Are Made
 - G. Written Order
 - H. Funds Advance
- U6002 DEFINITION OF TERMS USED IN THIS PART**
- A. Designated Place
 - B. Evacuated Dependent
 - C. Evacuation
 - D. Safe Haven
- U6003 RESPONSIBILITIES**
- A. Authorizing/Ordering an Evacuation
 - B. Evacuation to a Safe Haven or a Designated Place
 - C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
 - D. Evacuation Status Termination

SECTION A2: DEPENDENT TRANSPORTATION

- U6004 DEPENDENT TRANSPORTATION**
- A. General
 - B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered
 - C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered
 - D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered
 - E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
 - F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Ordered/Authorized

Paragraph Title/Contents

- to Move to Another Safe Haven or to a Designated Place
- G. Non-command-sponsored Dependent
- H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances
- I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

SECTION A3: 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
 - B. General
 - C. Safe Haven Evacuation Allowances while Traveling
 - D. Safe Haven Evacuation Allowances while at Safe Haven
 - E. Safe Haven Evacuation Allowances while at a Designated Place
 - F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
 - G. Safe Haven Evacuation Allowance Computations
- U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE**

SECTION A4: HHG TRANSPORTATION

- U6007 HHG TRANSPORTATION**
- A. General
 - B. HHG at the PDS when an Evacuation Is Authorized/Ordered
 - C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered
 - D. HHG Transportation Incident to an Authorized or Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place
 - E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

SECTION A5: POV TRANSPORTATION

- U6008 POV TRANSPORTATION**
- A. POV Transportation Incident to Dependent's Evacuation
 - B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area
 - C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area
 - D. Rental Vehicle Cost Reimbursement when the POV Arrives Late

SECTION A6: MISCELLANEOUS ALLOWANCES

- U6009 STATION ALLOWANCES AND OHA/FSH**
- U6010 BASIC ALLOWANCE FOR HOUSING (BAH)**
- U6011 FAMILY SEPARATION HOUSING (FSH)**
- U6012 DISLOCATION ALLOWANCE (DLA)**

Paragraph Title/Contents

- U6014 CONUS COLA**
- U6016 PET TRANSPORTATION AND QUARANTINE**
- A. General
 - B. Pet Transportation
 - C. Pet Quarantine
 - D. Restrictions

**PART B: AUTHORIZED/ORDERED EVACUATIONS/LIMITED EVACUATIONS
WITHIN CONUS**

SECTION B1: GENERAL

- U6050 GENERAL INFORMATION**
- A. General
 - B. Funding
 - C. Evacuation Allowance Payments
 - D. When Allowance Payments Are Made
 - E. Written Travel Authorization/Order
 - F. Funds Advance
- U6051 DEFINITION OF TERMS USED IN THIS PART**
- A. Designated Place
 - B. Authorizing or Ordering an Evacuation or Limited Evacuation
 - C. Evacuated Dependent
 - D. Evacuation
 - E. Limited Evacuation
 - F. Safe Haven
- U6052 RESPONSIBILITIES**
- A. Authorizing or Ordering an Evacuation or Limited Evacuation
 - B. Evacuation to a Safe Haven or Designated Place
 - C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
 - D. Evacuation Status Termination
 - E. Evacuation Safe Haven Evacuation Allowance Policy

SECTION B2: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS

- U6053 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**
- A. General
 - B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered
 - C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered
 - D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered
 - E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered
 - F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place
 - G. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances
 - H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS
 - I. Dependent Transportation Incident to Limited Evacuation

Paragraph Title/Contents**SECTION B3: SAFE HAVEN EVACUATION ALLOWANCE**

- U6054 SAFE HAVEN EVACUATION ALLOWANCE**
- A. Purpose
 - B. General
 - C. Safe Haven Evacuation Allowances while Traveling
 - D. Safe Haven Evacuation Allowances while at Safe Haven
 - E. Safe Haven Evacuation Allowances at a Designated Place
 - F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/Ordered
 - G. Safe Haven Evacuation Allowance Computation

SECTION B4: HHG TRANSPORTATION

- U6056 HHG TRANSPORTATION**
- A. General
 - B. HHG at the PDS when an Evacuation Is Authorized/Ordered
 - C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered
 - D. HHG Transportation Incident to an Authorized/Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place
 - E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS
 - F. Short Distance Moves and/or NTS

SECTION B5: POV TRANSPORTATION

- U6057 POV TRANSPORTATION**
- A. POV Transportation Incident to Dependent's Evacuation
 - B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area
 - C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area
 - D. Rental Vehicle Cost Reimbursement when the Motor Vehicle Arrives Late

SECTION B6: MISCELLANEOUS ALLOWANCES

- U6058 BASIC ALLOWANCE FOR HOUSING (BAH)**
- U6059 DISLOCATION ALLOWANCE (DLA)**
- U6060 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND THE DESIGNATED PLACE**
- U6061 CONUS COLA**
- U6062 EVACUATION ALLOWANCES FOR A DEPENDENT OF A RESERVE COMPONENT MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY**
- A. General
 - B. Eligibility
 - C. Example
 - D. Member Released from Active Duty

SECTION 1: GENERAL**U6000 REFERENCES**

- A. Title 37, USC §405a.
- B. DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990 (<http://www.dtic.mil/whs/directives/corres/html/302514.htm>).
- C. (For DoD Services) DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)) (<http://www.dtic.mil/comptroller/fmr/07a/index.html>).
- D. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."

***U6001 GENERAL INFORMATION**

*A. General. An evacuation, (par. U6002-C) must be caused by unusual/emergency circumstances, such as:

1. War,
2. Riots,
3. Civil uprising/unrest,
4. Adverse political conditions,
5. Host government denial/revocation of permission to remain,
6. National/natural disasters,
7. Epidemics, or
8. Similar conditions of comparable magnitude.

*B. Application. The evacuation applies to:

1. A command and a non-command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. ***A non-command sponsored dependent is authorized transportation only – no safe haven allowances.***
2. A command sponsored dependent en route to the member's:
 - a. PDS, or
 - b. PDS vicinity

to establish a permanent residence with the member.

3. A dependent student authorized to travel to the member's PDS, under par. U5260-D;
4. A dependent who permanently resides at a:
 - a. Member's former PDS vicinity following the member's assignment elsewhere, or

Part A: Authorized/Ordered OCONUS Movements /Section 1: General

b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority.

5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there. *When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.*

*C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation (37 USC §405a), does not apply to a uniformed member.
2. A uniformed member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

*D. Funding

1. The Joint Plan for DoD Noncombatant Evacuation and Repatriation contains the fund cites chargeable for evacuation allowances for a DoD member's dependent.
2. Questions ICW fund cites should be addressed to:

a. **DoD: The Joint Plan Proponent**

HQDA, ODCSPER
ATTN: DAPE-PRO
300 Army Pentagon
Washington, DC 20310-0300

FAX: (703) 695-6953 (commercial)
(312) 225-6953 (DSN)

PHONE: (703) 695-9547 (commercial)
(312) 225-9547 (DSN)

b. **Coast Guard**

USCG Commandant (CG-832)
2100 2nd Street S.W.
Washington DC 20593-0001

PHONE: (202) 372-3567 (commercial)

c. **NOAA**

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX: (301) 713-4140 (commercial)
PHONE: (301) 713-3444 (commercial)

d. USPHS

Chief of Staff, OSG
1101 Wootton Parkway
Tower Bldg PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX: (240) 453-6141 (commercial)

PHONE: (240) 453-6042 (commercial)

*E. Evacuation Allowance Payments

1. Authorized Payment. The allowances authorized by this Part, may be paid to one or more of the following individuals:

- a. The member's evacuated command sponsored dependent spouse;
- b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;
- c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or
- d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. U6001-A4.

2. Payment Limitation. A dependent is authorized evacuation allowances **only** if the dependent actually evacuates the home.

*F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (par. U6003-A1, or U6003-A2) authorizes/orders an evacuation.

*G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. U6001).
2. Under emergency circumstances, an oral order may be given by any medium (including telephone).
3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. U2115.

*H. Funds Advance1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances (authorized under par. U6005) may not exceed the estimated authorization for 30 days at the safe haven/designated place.
- c. Transportation advances (par. U1010-B5) must be issued **only** to provide sufficient funds to cover necessary expenses incurred for:

- (1) A dependent while traveling to and while at the safe haven/designated place, or

Part A: Authorized/Ordered OCONUS Movements /Section 1: General

- (2) An escort traveling to and from the safe haven/designated place.
2. DLA. DLA (par. U6012) may be paid to the member designated dependent (par. U1010-B5) in advance of the dependent(s) travel to the designated place.
3. Pay
 - a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.
 - b. The member designates the advance amount, NTE 2 month's basic pay.
 - c. The pay advance is payable, to the dependent, in one or more installments.
 - d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.
 - e. References
 - a. DoD. DoDFMR, 7000.14-R, Vol 7A, Military Pay, Policy, and Procedures.
 - b. USCG. COMDTINST M7220.29, U.S. Coast Guard Pay Manual.
 - c. Implementing Procedures. See individual Service pay and allowance manual(s).

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command-sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (APP A1) who is:

1. Residing in a command-sponsored/non-command-sponsored status at/in the member's PDS vicinity, at the time of the evacuation;
2. Command-sponsored, but temporarily absent from the member's PDS or its vicinity;
3. Command-sponsored, and en route to the member's PDS or its vicinity to establish a residence with the member;
4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5260-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ordered by the appropriate authority in par. U6003-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.
2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD non-combatants ***NOTE: The SECDEF's authority does not apply to non-combatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the Combatant command Commander or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing/ordering an evacuation of the area. The DoD (USD(P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990).
2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:
 - a. DoD Services. Per DSSR 614, DoS (Under Secretary of State for Management Office) authority is required for designation of an alternate foreign OCONUS safe haven. Following Secretary of State authorization, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed. While determinations are made on a case-by-case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the GOV'T's best interest. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).
 - b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 475-5395), for the dependent of a Coast Guard member;
 - c. The Secretary of HHS, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a PHS member;
 - d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;
 - e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

Part A: Authorized/Ordered OCONUS Movements /Section 1: General

- f. The head of a DoD component (APP A1) or designated representative;
- g. The commander of a U.S. INSTALLATION (APP A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and
- h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at GOV'T expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) DoD Services. An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (APP A1) must be authorized/approved by PDUSD (P&R). *Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.*

(2) Non-DoD Services. An evacuee must select an exact U.S. safe haven location.

2. Alternate Safe Haven Location Designation

a. DoD Services. Following Secretary of State authorization (through the Under Secretary of State for Management's Office), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at GOV'T expense from one safe haven location to another when circumstances warrant. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).

b. Non-DoD Services. The Secretarial Process following Secretary of State authorization (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authorization is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at GOV'T expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.
2. Non-DoD Services. For Non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.
2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

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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.

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps

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 forwarded to the Per Diem, Travel and Transportation Allowance Committee by:

- *a. Mail : Per Diem, Travel and Transportation Allowance Committee
ATTN: Evacuation Allowances
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000
- *b. FAX: (571) 372-1301
- *c. E-Mail: pdtatac.tt@dtmo.pentagon.mil or,
- *d. Message: SECDEF WASHINGTON DC//DTMO//.

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.

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps

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.*

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps

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 <u>per diem rate</u> , 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 31 st to the 180 th 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 31 st to 180 th days)		
Lodging Tax:	\$5.60		
Total:	\$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31 st to the 180 th days)		

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps**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% 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 (\$40 x 50%)	\$22 (\$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% (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. 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% (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. 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 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$12 (\$40 x 30%)	\$13.20 (\$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 31 st to the 180 th 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/day is payable to cover the lodging costs.

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps**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 31 st to the 180 th days)

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps

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%)/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):				
<u>Depart (14 Aug)</u>	<u>Arrive (14 Aug)</u>	<u>Overnight Lodging</u>	<u>Depart (15 Aug)</u>	<u>Arrive (15 Aug)</u>
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 \times 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 ($27 \text{ days} \times \$333.75/\text{day} = \$9,011.25$)).			

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 with no receipt 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.*

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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/approve 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 par. U7160, '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. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off-island/inter-island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. U3500-B1c. Reimbursement for travel costs via air/sea is limited IAW par. U7160-C.

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 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
RC PERSONNEL ON ACTIVE DUTY WITH PAY <i>(NOTE 1)</i>		
SITUATION	TRANSPORTATION <i>(NOTES 2 and 3)</i>	PER DIEM <i>(NOTES 4 and 5)</i>
Annual training duty <i>(NOTE 6)</i>	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 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
RC MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	TRANSPORTATION	PER DIEM <i>(NOTES 1 and 2)</i>
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 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY <i>(NOTES 1 and 2)</i>		
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. 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. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 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: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (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/)	<i>Not authorized</i>	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.

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SECTION 1: GENERAL

U9150 GENERAL

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

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

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

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

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

NOTE 4: A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

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

4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000, or

b. FAX: (571) 372-1301

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

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements in par. U9150-C1e(1) through (8) must be met before TLA payment.

c. If GOV'T QTRS are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost IAW par. U1045.

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent GOV'T QTRS/private sector housing (not applicable when it is known that the member is to be assigned GOV'T QTRS), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent GOV'T QTRS/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent GOV'T QTRS/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to GOV'T QTRS.***;

(3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. U9160 and U9170;

(5) Of the requirement to relocate to other permanent GOV'T QTRS/private sector housing or to reoccupy the GOV'T QTRS/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

(6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these

recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives.

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

2. Determining Additional TLA Periods

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

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

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

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

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

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

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

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

(4) FSH.

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

3. Economical TLA Administration

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

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

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

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

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

U9155 GENERAL TLA PAYMENT CONDITIONS

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

U9157 ADVANCE PAYMENT

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

SECTION 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. Missile launch,
2. Summit meeting,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Natural or man-made disaster (including the disaster aftermath) or
7. 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 sla.specials@dtmo.pentagon.mil

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000 or,

*3. FAX: From the command to (571) 372-1301.

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	
<i>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.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE (150% is the 'normal' summary percentage for the four people) Lodging (this is 150% + 75% + 75% + 75%)	150% x \$83 = \$124.50 375% 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 three 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). M&IE Lodging	150% x \$83 = \$124.50 150% x \$186 = \$279.00
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	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$83 = \$132.80 375% 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		
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$100 because a member w/o dependent is limited to 65% of the lodging.</i>		
	MEMBER 1	MEMBER 2
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$55 = \$35.75 65% x \$100 = \$65	65% x \$55 = \$35.75 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	
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$177 because a member w/o dependent is limited to 65% of the lodging.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$75 = \$48.75 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, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
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 QTRS that have been privatized are, by definition (APP A1), no longer GOV'T QTRS.
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).

H. Primary Residence. See definition of Primary Residence/Home in APP A.

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: / <u>1</u>
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. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.
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 RC 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. See 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, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(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 the Per Diem, Travel and Transportation Allowance Committee by:

*a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000 or,

*b. FAX: (571) 372-1301.

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.

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PART B: DEPENDENCY

U10100 DETERMINATIONS AND FRAUDULENT CLAIMS

A. Determinations. In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table U10B-1 or U10B-2. All determinations of dependency and relationships are made by:

1. Service Secretary or designee for primary dependents (the designee may re-delegate) or
 - a. Army and Air Force determinations are made by the offices in Table U10B-1.
 - b. Navy and Marine Corps determinations are made by the offices in Table U10B-2.
2. Defense Finance and Accounting Service (DFAS) for secondary dependents and doubtful primary dependents for Army, Navy and Air Force, or
 - a. CMC-MRP-1 for Marines,
 - b. According to Service regulations for non-DoD Services.

B. Dependency Approval. Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. Individual Service regulations for procedures.

C. Dependents' Status Certification. Upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary Concerned indicating the status of each dependent to support a housing allowance on the dependents' behalf. If a member fails to provide the certification in a timely manner, the housing allowance on dependents' behalf is stopped at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without-dependent rate is paid unless the member is not authorized to that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member's commander certifies that the failure to recertify timely was for reasons beyond the member's control.

D. RC Member. After initial certification, an RC member must recertify dependency status at least every third year from the previous certification or upon a dependency status change.

E. Dependency Re-determinations. Annual re-determination of dependency is required for a member who claims a housing allowance for:

1. Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis,
2. Students 21 and 22 years of age,
3. Incapacitated children over age 21, or
4. Ward of a court.

F. Fraudulent Claims. Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it may include a punitive separation, total forfeitures, and confinement.

U10102 DEPENDENTS

A. Lawful Spouse and Legitimate, Unmarried, Minor Children. A member's lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes except under the situations in par. U10102-B below and in pars. U10106 and U10202.

B. No Authorization on Dependent's Behalf. A member is not authorized a housing allowance for:

1. A minor child who is entitled to basic pay as a member on active duty in a Uniformed Service. This includes a minor child attending one of the Military Service academies at which QTRS are furnished by the U.S.
2. A spouse who is on active duty in a U.S. Uniformed Service and entitled to basic pay and allowances. Ch 10, Part C, and Table U10C-1 for a guide to housing allowances when both spouses are in the Military Service and entitled to basic pay and allowances.
3. A dependent for whom the member has been absolved of the requirement to provide support; for example, desertion without cause.
4. A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.
5. A former spouse to whom the member is paying alimony.
6. A dependent who occupies GOV'T QTRS as a permanent residence without payment of a rental charge. Par. U10126 for exception.
7. A child/children for whom the member pays child support, if 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 on behalf of the child/children. Pars. U10120, U10122, U10124, U10126 and U10206.

C. Dependent Spouse in Foreign Service. A member is authorized a housing allowance for a spouse in military service of a government other than the U.S. This applies even though the spouse is furnished a residence or paid a monetary allowance in lieu of a residence by that government.

U10104 MEMBER'S MARRIAGE STATUS DETERMINATION

A. Determination. Any case in which the validity of a member's marriage is questioned is a case of doubtful relationship.

B. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a marriage is not dissolved until a specified period has elapsed after a divorce decree is granted. Remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.

C. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction which recognizes common-law marriages and has no statute or judicial determination prohibiting proxy marriages.

D. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction in which the marriage was performed.

E. Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are valid if they are contracted IAW state law.

F. Foreign Nation Divorce. A foreign nation divorce may or may not be recognized as valid in the U.S. depending on several factors. These factors include place(s) of residence of the parties involved, whether they appeared in person to obtain the divorce, and applicable state laws. Any claim involving remarriage of a member following a foreign nation divorce and any claim by or on behalf of the spouse from whom the member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a member's marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

G. Purported Marriage

1. Void Marriage. If a member's marriage is void (because of a pre-existing marriage of the spouse, for example) the member has no lawful spouse and is not authorized a housing allowance at the with-dependent rate as a result of the purported marriage. When marriage invalidity is discovered, no further housing allowance payments at the with-dependent rate may be made for any period. Table U10A-2, rule 4. The member may retain payments already received if they are validated under DoDFMR, Volume 7A, Chapter 50, Section 5006 for DoD Services or Service Directives for non-DoD Services. When validity of a marriage is questionable, submit the case to the office shown in par. U10104-G3 for a determination on the marriage validity and, if necessary, validation of payments already made.

2. Annulled Marriage. If a member's marriage is annulled by court decree, no further housing allowance payments may be made for any period. Table U10A-2, rule 3. The member may retain payments received before the effective date of the decree. Since validation under DoDFMR, Volume 7a, Section 5005 for DoD Services or Service Directives for non-DoD Services is required for retention of such payments in some annulment cases (based on legal factors), submit all annulment cases to the office shown in par. U10014-G3 for review and, if necessary, validation of payments made.

3. Determination and Validations. Submit requests for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

*a. Army:
DFAS-IN/JMTCB
8899 E. 56th Street
Indianapolis, IN 46249-0855

*b. Navy:
DFAS-IN
Office of General Counsel, Mil & Civ Pay
8899 E.56th Street
Indianapolis, IN 46249-0160

c. Air Force:
DFAS-IN/JFLTBA
8899 E. 56th Street
Indianapolis, IN 46249-1200

d. Marine Corps:
Commandant of the Marine Corps (MFP-1)
3280 Russell Road
Quantico, VA 22134-5143

e. Coast Guard:
Commanding Officer (LGL)
Coast Guard Pay and Personnel Center
Federal Building
444 S.E. Quincy Street
Topeka, KS 66683-3591

f. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
Attention: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

H. Child of Legally Invalid Marriage. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

U10106 DEPENDENT SUPPORT

A. Proof of Support. The statutory purpose of a housing allowance on behalf of a dependent is to at least partially reimburse a member for the expense of providing a private sector residence for the dependents when GOV'T QTRS are not furnished, and not to pay a housing allowance for a dependent as a bonus merely for the technical status of being married or a parent. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a member is generally not required. However, when evidence (e.g., special investigation reports; record reviews; fraud, waste and abuse complaints; sworn testimony of individuals; statement by member) or complaints from dependents of nonsupport or inadequate support are received, proof of adequate support as stated in par. U10106-E is required.

B. Nonsupport. A member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent's behalf. Recoup for nonsupport or inadequate support periods. Unless a nonsupport or inadequate support period was caused by Service mission requirements (e.g., remote assignment, deployed, limited access to administrative support and/or financial networks, etc.), or outside agencies' actions (such as financial institutions, postal service, etc.) over which the member has no control, as determined by Service regulations, the subsequent arrears support payment does not authorize a member a housing allowance for the dependent for the nonsupport or inadequate support period. If a member is not authorized a housing allowance for dependents under par. U10106-C through U10106-I, consider authorization for without-dependents or BAH-Partial par. U10400, U10428 or U10010. ***NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance.***

C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the member of dependent support responsibility does not of itself affect a member's housing allowance authorization. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or of the dependent's domicile. The member is authorized a housing allowance on behalf of a dependent if the member contributes to the dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

1. When a member is divorced from a nonmember, and they share joint legal custody of a child, and the ex-spouse is awarded primary physical custody, then the member is a non-custodial parent for housing allowance purposes. If the member's court-ordered child support is less than the applicable BAH-DIFF rate, and the member is not residing in, or assigned to, GOV'T QTRS, the member is only authorized a housing allowance at the without-dependents rate. However, a member who pays additional support to the ex-spouse having primary custody of the child(ren) so that the total child support provided is equal to or more than the BAH-DIFF rate, and who is not assigned to GOV'T QTRS, is authorized a housing allowance at the with-dependents rate.

2. When a member has temporary custody of a child and they reside in a private sector residence, then the cost of maintaining a residence is not a factor in determining authorization for the with-dependents housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the member on a non-temporary basis (e.g., for a period of more than 90 consecutive days) for the member to qualify for the with-dependents housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the child support amount to qualify for the increased allowances.

E. Adequate Support. If the support requirements are not established by court order or legal separation agreement, a member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service Concerned policy as to what constitutes adequate support in the absence of a legal separation agreement or court order.

F. Increase in Support Required by Increase in BAH-DIFF Rates. Whenever there is an increase in BAH-DIFF rates, the minimum required support for housing allowance purposes increases to the new rate. A member receiving a housing allowance on behalf of a dependent must increase the amount of support, when applicable, within 60 days of the increase to continue receiving the housing allowance on the dependent's behalf.

G. Settlement Agreement

1. Property settlements made under a court order or written agreement are not support for housing allowance purposes.
2. Payments made under a settlement in place of support are support for the period expressly provided in the written agreement or court order.
3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover the dependent's support.

H. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the spouse, the member is not authorized a housing allowance for the spouse after the date of the decree unless proof of support is furnished.

I. Doubtful Cases. Submit any doubtful cases involving support for determination to the offices listed in par. U10104-G3.

U10108 SECONDARY DEPENDENTS

An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 (fulltime in college), requires an in fact dependency IAW Service regulations. The child must be dependent upon the member for over one-half of the child's support. This means:

1. The child's income, not counting the member's contributions, must be less than one-half of the child's living expenses, and
2. The member's contribution must be more than one-half of the child's monthly living expenses.

U10110 DEPENDENT CHILD ADOPTED BY A THIRD PARTY

A member is not authorized a housing allowance for a child after the child is adopted by a third party and final adoption order or decree has been entered. Authorization for a housing allowance continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and the member, and the member supports the child.

U10112 DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION

A. Housing Allowance Payable. Confinement of a member's spouse or unmarried minor child in a penal or correctional institution does not affect member's authorization for a housing allowance on the dependent's behalf, unless:

1. The member refuses to support the dependent.
2. The member has been absolved from supporting the dependent.
3. The period of confinement may extend beyond 5 years.
4. The case is otherwise doubtful.

B. Doubtful Cases. Submit cases involving a sentence extending beyond 5 years, and doubtful cases to the addresses shown in par. U10104-G3. Do not pay a housing allowance on behalf of the dependent pending decision.

U10114 DEPENDENT PARENT

A. Determination Basis. A parent's dependency is determined based on an affidavit submitted by the parent, and any other evidence required under applicable regulations. The applicable authority in par. U10104-G3 makes the dependency determination. A legal guardian may complete the form for a mentally incompetent parent.

B. Dependency Requirement. A member is authorized a housing allowance on behalf of a parent if the parent is dependent upon the member for over one-half of their support. This means:

1. The parents' income, not counting the member's contribution, must be less than one-half of their monthly living expenses, and
2. The member's contribution must be more than one-half of the parent's monthly living expenses.

C. Change in Dependent Status. A member is authorized a housing allowance for any active duty period during which the parent dependency is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises due to changed circumstances, and the facts show the member has started to contribute over one-half of the parents' support, a housing allowance is authorized from the date the contribution began.

D. Stepparent. A stepparent/stepchild relationship ends upon divorce from the blood parent, but not necessarily upon the blood parent's death. A housing allowance for a stepparent may be established after the blood parent's death.

U10116 DEPENDENCY DETERMINATION FACTORS FOR PARENTS

A. Family Unit Rule. In determining a parent's dependency, the total income and expenses of the family unit of which the parent is a member must be considered. Ordinarily, the member's contribution to the expenses of the unit must exceed one-half of the unit's total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother's individual needs.

B. Equity and Good Conscience. When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.

C. Charity. Contributions made to parents by charitable organizations are counted as part of the parent's income.

D. Charitable Institution. A parent's residence in a charitable institution, public or private, is not a bar to authorization if the member claims a housing allowance for the parent and other authorization conditions are met.

E. Social Security, Unemployment Compensation, and Pensions. Payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies, are counted as part of the parent's income. Pensions received by the parent are also considered income.

F. Capital Assets. Unliquidated capital assets are not income, and parents are not required to deplete their capital assets to establish dependency on a member for housing allowance purposes. However, proceeds derived from the liquidation of capital assets are income. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent's current living expenses, and are therefore, income.

G. Rate of Return Rule. In determining dependency of parents who possess uninvested capital, compute the income return on the basis of 5.25 percent per annum.

U10118 ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)

A. General. Adopted children, illegitimate children, and stepchild(ren) are primary dependents. As a result, dependency is no longer required for these dependents.

B. Proof of Parentage. A member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock (parents are not married to each other at the time of the child's birth) must provide proof of parentage as follows:

1. For an adopted child, document showing the member is the child's legal parent.
2. For a stepchild, a marriage license showing the member is married to the child's legal parent and documentation showing that the member's spouse is the child's parent.
3. For a child born out of wedlock, a birth certificate with the member's name cited is required. If the member's name is not stated on the birth certificate, or a court-order, obtain a signed statement of parentage from the member. If the illegitimate child(ren) is (are) not in the custody of the member parent, the case is treated IAW the rules for BAH-DIFF. The same rules apply when applicable to a member-mother not having custody. Par. U10008.

C. Support Requirements. The member-parent may claim a dependent child(ren), adopted child(ren), illegitimate child(ren), and stepchild(ren) for housing allowance purposes. Proof of dependent support is ordinarily not required. The provisions of U10106-A are applied. The member is authorized a housing allowance if the member contributes to the dependent(s)' support and that support is not less than the applicable BAH-DIFF. This includes a member authorized BAH-DIFF and a member assigned to single type GOV'T QTRS when the child(ren) is/are in the physical custody of another person.

U10120 CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER

A. Child in GOV'T QTRS. When a member's child resides in GOV'T QTRS not assigned to the divorced member parent, that member is not authorized a housing allowance for the child.

B. Child Not in GOV'T QTRS. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

NOTE: Pars. U10206, U10120, U10122 and U10124 when former or estranged spouse is also a member.

U10122 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES

Par. U10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries and is assigned to or occupies family GOV'T QTRS. The member is not authorized a housing allowance for the child living with the former spouse. Par. U10208 when upon remarriage, the member marries a member.

U10124 CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY GOV'T QTRS

When the member parent having custody of the child(ren) is assigned to, or occupies, adequate family-type GOV'T QTRS with the child(ren) while receiving child support, the member parent paying child support is not authorized a housing allowance for the child(ren).

U10126 CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY GOV'T QTRS VISITS MEMBER

When a child(ren) who normally reside(s) in family GOV'T QTRS with a member's former or estranged spouse (custodial parent) visits the member in a private sector residence for more than 90 days, the visit is considered non-temporary and the member is authorized a housing allowance for the child(ren) from the first day of the visit. If the visit is 90 days or less, a housing allowance for the child(ren) is not payable for any part of the visit.

WHO DETERMINES HOUSING ALLOWANCE DEPENDENCY RELATIONSHIP FOR ARMY AND AIR FORCE MEMBERS																										
Table U10B-1																										
R U L E	A	B	C	D	E	F	G	H	I	J																
	If the dep claimed is	and marriage is	and is under age 21	and is	and certified court adoption papers are	and the child has income from source other than member	and is incap- able of self sup- port	then		a claim must be submitted through channels for deter- mination, or sub- mission to DOHA for decision																
								determination is made by																		
								Army disburs- ing officer or de-signee	USAF FSO or de-signee																	
1	spouse	lawful						X /7	X																	
2		legally ques- tionable /1							X /8	X																
3	child un- married		yes	legitimate, or legitimated by marriage of blood parents	Adopted/2	available /3	no		X /3, 7	X /3																
4												not available /4	yes					X /3, 8	X /6							
5																				Stepchild/3,7		no			X /3, 8	
6																										
7																		X /3, 8	X /3							
8																				X /3, 8	X /5					
9														yes	illegitimate child of member or legitimated by affidavit or court order					X /8	X					
10			no				yes/2																			
11	child, married	terminated by divorce, annulment, or death of spouse	yes						X /8	X																
12	parent, including in loco parentis /2																									

NOTES:

1. Includes common law spouse; those married by proxy or telephone or within a prohibited period following divorce, or a divorce granted by a foreign country; and purported marriages.
2. Must be in fact dependent on Service member for substantial portion of support.
3. Applies also if the child is in custody of someone other than Service member (divorced spouse, parent, etc.).
4. If this is interlocutory decree of adoption, case must be submitted to DFAS-IN or DFAS-DE for determination.
5. In case of an Army member, the claim must be sent to DFAS-IN only when determination cannot be made by disbursing officer under AR 37-104-3, Chapter 2, Part 3 or is not covered by note 8.
6. This includes an illegitimate child of the spouse, when the member is not the blood parent. Par. U10118.
7. In the case of an Army RC member, the initial determination for dependents listed in rules 1, 3, 4, and 7 can be made by the RC unit commander or servicing Military Personnel Officer.
8. Claim is sent to DFAS-PMJPD/DE as prescribed in DFAS-DEM 7073-1, Chapter 26.

WHO DETERMINES DEPENDENCY RELATIONSHIP FOR NAVY AND MARINE CORPS MEMBERS													
Table U10B-2													
R U L E	A If the dependent claimed is	B and	C and member is a				D and	E and	F then determination is made by				
			USN officer	USMC Officer	USN enlisted member	USMC enlisted mbrs			DEAS Cleveland	USMC Commandant	Commanding Officer of a battalion/squadron/separate detached command	Disbursing Officer	Claim must be submitted through channels for determination or submission to DOHA for decision/2.
1	any person who can qualify as a dependent				X				X				
2	a spouse	marriage is unquestionably legal	X										X
3				X		X	neither member has been previously married	marriage contracted with various states/territories by legal/civil/religious ceremony			X /1		
4		marriage is of doubtful legality (par. U10104)				X				X			
5			X	X									X
6	unmarried legitimate child	child is under age 21	X										X /2
7				X							X /2		
8							dep child is of present or former spouse/3				X /4		
9	a combination of any of the depts in rules 2 - 8	child is under age 21				X					X /4		
10	an un-married child	child is age 21 or older	X	X									X
11					X				X				
12	an un-married stepchild or adopted child	child's dependency relationship is not doubtful	X		X							X	
13				X						X			
14					X					X			
15			X		X				X				
16				X	X				X	X			
17	an un-married illegitimate child				X				X				
18					X				X		X		
19				X						X			
20	a parent (incl in loco parentis)		X		X				X				
21				X		X				X			

NOTES:

1. This same rule applies when either member or spouse has been previously married, if the previous marriage was dissolved by death, final decree or divorce, or by annulment (not prohibiting remarriage).
2. Submit doubtful cases through channels to the DOHA.
3. The child's birth date must be after the date of the marriage concerned.
4. Submit questionable cases to the Commandant of the Marine Corps.

SECTION 10: UNUSUAL MEMBER STATUS

U10418 MEMBER IN A MISSING STATUS

A. Member without Dependent. A member without a dependent carried in a missing status is authorized without-dependent BAH. Pay PDS location-based without-dependent BAH for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive former PDS-based BAH due to a low-cost or no-cost PCS (par. U10400-B), that Secretarial waiver-based BAH rate continues. Pay HOR location-based without-dependent BAH for a member whose PDS is outside the U.S. If both the member's HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See DoDFMR, Vol. 7A, par. 340302.

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent's location-based with-dependent housing allowance.

U10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DoDFMR, Vol. 7A, Chapter 1. For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. ***Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement.*** A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DoDFMR, Vol. 7A, Chapter 1.

U10422 HOUSING ALLOWANCE FOR A MEMBER IN A NONPAY STATUS

A. Unauthorized Absence. For a period not to exceed 2 months from the first day of absence, a housing allowance at the rate being credited a member in grades E-1, E-2, E-3, and E-4 (4 or fewer years' service) at the time absence commenced may be paid to a dependent on whose behalf BAH or OHA was claimed prior to commencement of the absence, if all of the following conditions exist:

1. The member has been in an unauthorized absence status for more than 29 consecutive days.
2. The dependent applies for BAH or OHA payment and the application is received by appropriate authority within 3 months after the date absence commenced. In the case of a dependent living outside the U.S. and claiming OHA, a copy of the current lease agreement must be included. Housing expenses must be incurred for OHA payment.
3. If the Service Concerned fails to provide timely notice to a dependent of the right to apply for BAH/OHA, a waiver of the 3-month stipulation in par. U10422-A2, may be granted on a case-by-case basis by the authority specified in par. U10422-B1. If such a waiver is granted, payment may only be made on those applications received within 2 months after the dependent is properly notified of the right to submit such an application.
4. No positive information has been received that the dependent is residing with or has joined the member at the place of absence.
5. If a member is assigned GOV'T family-type QTRS (adequate or inadequate), no BAH or OHA payment may be made. BAH or OHA payment may not be made directly to the member on a dependent's behalf. Payment must be made only to the dependent.

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, BAH or OHA payment is authorized as follows:

Part E: Assignment Situations/Section 10: Unusual Member Status

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period not to exceed 2 months under the conditions stated in par. U10422-A. For any subsequent months there must be showing of hardship on the dependent and authorization/approval on a case-by-case basis as

a. Army:

Director, DFAS-PMTA/IN
8899 East 56th Street
Indianapolis, IN 46249-2301

b. Navy:

Deputy Chief of Naval Operation (N-130)
2 Navy Annex
Washington, DC 20370-2000

c. Air Force:

HQ USAF/A1PA
1500 W. Perimeter Road
Suite 4790
Joint Base Andrews NAF Washington, MD 20762-6604

d. Marine Corps:

Commandant of the Marine Corps (MRP-1)
3280 Russell Road
Quantico, VA 22134-5143

e. Coast Guard:

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

2. An enlisted member in grade E-4 (over 4 years' service) or above (cases in which there has been a showing of hardship on the dependent). The approval authority for the initial and any subsequent payments is as in par. U10422-A1. No payment may be made without the approval of such authority on a case-by-case basis. Payments are subject to the conditions stated in par. U10422-B1a. See Service regulations for procedures on processing claims.

C. Excess Leave. BAH or OHA may continue to be paid to a member in grade E-4 (4 or fewer years of service) or below, with dependents, for a period not to exceed 2 months during which an excess-leave status exists unless it is anticipated that member will not return to duty, for example, appellate leave. The 2-month period is computed from the first day of excess leave.

PART 1: DoD MEMBERS

NOTE: For NOAA, see APP Q, Part II.

- A. Tour Length Establishment. A tour length is established IAW DoDI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DoDI 1315.18, par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. Tour Length Exception. The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DoDI 1315.18, par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DoD member only (other than a Defense Attaché)*: DoDI 1315.18, par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
All OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	11
Alaska (except as indicated)	36	36		1
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	N/A	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	10
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	10
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		14
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	N/A	12		
Belize	24	18	09-17-04	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	15
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	10
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	N/A	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	12
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
*Vyskov	*24	*12	*08-11-11	*16
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
Dominican Republic	36	24		
Ecuador	36	18		
Manta	N/A	12		
Egypt (except as indicated)	24	18		
Beni Suef	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
El Salvador	N/A	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	11
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	11
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	11
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	N/A	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
Johnston Atoll	N/A	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
Kenya (except as indicated)	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	4, 7
Chongju AB	N/A	12		4
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		4, 5, 6
Gwangju AB (ROK)	N/A	12		4
Joint Security Area	N/A	12		4
Kunsan AB (US)	N/A	12		4
Mujak/Pohang	N/A	12		4
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
Kuwait	24	12		9
Kyrgyzstan	24	12		
Laos	N/A	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	15
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	N/A	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	N/A	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	N/A	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	N/A	12		
Paraguay	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Poland				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	11
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		8
Eskan Village, Riyadh	24	12	07-18-08	13
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	11
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	11
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatlas	24	12		
Malatya	24	12		
Murted	N/A	12		
Oratakoy	N/A	12		
Pirincli	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	N/A	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
Yemen, Republic of	36	24	06-30-08	15
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in DoDI 1315.18, par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
8. Due to threat levels, dependents are not currently authorized at this location.
9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

13. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).

14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

15. May be accompanied by adult dependents age 18 years or older.

***16.** PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.

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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. Authorized Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). JFTR, par. U7600-H (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	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
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	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
Belarus, Minsk	EUCOM	Baltimore	31 Jul 2009
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	31 Oct 2011
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
*China			
*Beijing	PACOM	Honolulu	15 Feb 2013
*Shanghai (<i>eff. 8 Jul 2011</i>)	*PACOM	*Honolulu	*7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (<i>for USCG uniformed members only</i>)	USCG	Miami	31 Jan 2012
Cyprus, Nicosia	EUCOM	Baltimore	31 Oct 2011
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
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	Washington Dulles International Airport	27 May 2012

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	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	15 Jun 2013
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
*India			
*Hyderaba (<i>eff 8 Jul 2011</i>)	*PACOM	*Honolulu	*7 Jul 2013
*New Delhi	PACOM	Honolulu	15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq (<i>eff 2 May 2011</i>)	EUCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
Kosovo, Pristina (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	*PACOM	Honolulu	*7 Jul 2013
Latvia, Riga	EUCOM	Baltimore	31 Oct 2011
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Liberia, Monrovia (<i>eff 12 Sep 2008</i>)	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	31 Oct 2011

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	31 Oct 2011
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	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	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria			
Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Lagos	AFRICOM	Baltimore	28 Feb 2010
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania, Bucharest	EUCOM	Baltimore	31 Oct 2011
Russia, Moscow	EUCOM	Baltimore	31 Oct 2011

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (<i>eff 18 Apr 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (<i>eff 18 April 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
Thailand, JUSMAGTHAI (<i>eff 21 Jan 2009</i>)			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	EUCOM	Baltimore	31 Oct 2011
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
Ukraine, Kiev	EUCOM	Baltimore	31 Oct 2011

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	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.