

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**CHANGE 307****1 JULY 2012**

- 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 July 2012 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

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

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

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

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

JONATHAN W. BAILEY
RADM, NOAA
Director, NOAA Corps

DENISE S. CANTON
RADM, USPHS
Director, OCCFM

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

MAP 56-12(E) -- BAH for Divorced/Separated Member to Member. Clarifies that when a member with children is divorced or legally separated from another member, each member may qualify for a with-dependent housing allowance provided they don't claim the same dependent/set of dependents. Affects pars. U10204-A, U10204-D, and U10206-A6.

MAP 71-12(E) -- Permanent Duty Aboard Decommissioned Ship. Clarifies a member is not authorized per diem when on permanent duty aboard a ship ICW decommissioning/service craft placement out-of-service. Affects par. U4105-A.

MAP 75-12(E) -- COTS That are Less than the Equivalent of Two Unaccompanied Tours. Includes the provisions authorized by OUSD (P&R) Memo of 11 April 2012 for Commander, U.S. Army Human Resources Command to waive the requirement of authorizing COTS that are less than the equivalent of two unaccompanied tours with the stipulation that no COTS leave travel and transportation allowances are authorized. This authority expires on and including 30 September 2012 and is limited to 400 COT moves. Affects par. U7200-B1b, NOTE.

MAP 76-12(E) -- Waiver Authority to O-6 Level for Army Personnel Management Directorate. Includes the provisions authorized by OUSD (P&R) Memo of 18 April 2012 to permit Officers in the grade of Colonel and assigned as the Directors of Officer and Enlisted Personnel Management Directorates waiver authority in areas of assignment-related actions as outlined in DoDI 1315.18. This exception policy will expire on 18 April 2014. Affects par. U5620-A1, Notes 1 and 2.

MAP 77-12(I)/CAP 67-12(I) -- Update References in JFTR/JTR. Updates references in JFTR, Ch 6 and JTR, Ch 3 based on changes made in JFTR/JTR merger. Affects pars. U6001-G3, U6001-H1c, U6001-H2, U6050-E, U6050-F1c, and U6053-I2.

MAP 84-12(I) – HOS Extension Deserving Cases. Corrects JFTR reference found in par. U5365-F.

MAP 85-12(I) -- MIHA Security Additions. Adds locations, based on the latest security message from the Department of State, to those currently designated as MIHA security locations in APP N, effective 1 June 2012. Affects APP N, Part 2, Table 1.

MAP 86-12(I)/CAP 74-12(I) -- Add Reference for the DoD Foreign Clearance Guide. Adds a reference for the DoD Foreign Clearance Guide (FCG) to JFTR/JTR, pars. U2015/C2015.

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 307

1 JULY 2012

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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Part D4	300	300	300	300	300	300	300	300	290	290	290	290	290	290
Part D5	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part D6	300	300	300	300	300	300	300	300	289	289	289	289	289	289
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Part D9	300	300	300	300	300	300	300	300	293	293	293	293	293	293
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Part B3	292	292	292	292	292	292	292	292	292	292	292	292	292	292
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
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Part I	306	306	301	301	301	301	301	286	286	286	286	286	286	286
Part J	306	306	301	301	301	301	301	300	294	294	294	294	294	294
Part K	301	301	301	301	301	301	301	282	282	282	282	282	282	282
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Part B	302	302	302	302	302	302	280	280	280	280	280	280	280	280
Part C1	302	302	302	302	302	302	300	300	299	297	297	286	286	286
Part C2	302	302	302	302	302	302	301	264	264	264	264	264	264	264
Part C3	302	302	302	302	302	302	264	264	264	264	264	264	264	264
Part C4	302	302	302	302	302	302	293	293	293	293	293	293	293	293
Part C5	302	302	302	302	302	302	264	264	264	264	264	264	264	264
Part C6	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part C7	302	302	302	302	302	302	299	299	299	297	297	294	294	294
Part D	302	302	302	302	302	302	290	290	290	290	290	290	290	290
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Part E5	302	302	302	302	302	302	263	263	263	263	263	263	263	263
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
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Part E8	302	302	302	302	302	302	291	291	291	291	291	291	291	291
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Part 3	300	300	300	300	300	300	300	300	300	292	292	292	292	292
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Part 2	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
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Part 2	307	294	294	294	294	294	294	294	294	294	294	294	294	294
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Part 2	302	302	302	302	302	302	292	292	292	292	292	292	292	292
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Part 3	300	300	300	300	300	300	300	300	286	286	286	286	286	286
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PART A: GENERAL

U2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

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

B. Receipts. IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

1. Individual expenses of \$75 or more, and
2. All lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4105-I4).

Travelers are encouraged to retain all receipts in the event questions arise about expenses.

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

U2005 LODGING PROGRAMS

A. General

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.
2. Use of lodging facilities in these programs often results in cost savings to the GOV'T.
3. The FedRooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.
4. Not all programs are available to all official travelers.

B. Not Considered GOV'T QTRS. The following are *not* GOV'T QTRS:

1. Army Lodging Success Program,
2. Navy Elite Lodging Program,
3. GSA's Fed Rooms Lodging Program,
4. GOV'T contracted lodging not located on an Installation to which the traveler is assigned.

See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010](#)

C. GOV'T Contract Lodging

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 traveler assigned TDY to a CONTINGENCY OPERATION for more than 180 days at one location.
2. Transportation between the lodging and work site should be considered when making arrangements for GOV'T contract lodging.
3. Directing the use of GOV'T contract lodging off the U.S. INSTALLATION does not permit directing the use of the GMR.

U2010 TRAVEL OFFICIAL RESPONSIBILITIES

An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

U2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

*A. General. Applicable Service/Agency written material and (for DoD) the DoD Foreign Clearance Guide (FCG) located at <https://www.fcg.pentagon.mil/fcg.cfm> govern the requirements/procedures and documents relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No-Fee Passport. The necessary passport, visa (including green card) when required (see APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and a passport for each traveler is required for travel into a foreign country, or territory under control of a foreign country.

C. Time Limitations

1. A passport should be renewed before it expires, if practicable.
2. Most visas and immunizations have time limitations.

U2020 TRAVEL JUSTIFICATION (adapted from [FTR §301-71.101](#))

A. Directed Travel. GOV'T-funded travel and transportation may be directed only:

1. When officially justified, and
2. By means that meet mission requirements consistent with good management practices.

B. Traveler Expenses. A traveler must not be directed to perform official travel at:

1. Personal expense, nor
2. Reimbursement rates/amounts inconsistent with the JFTR.

C. Limited Travel Funds. Limited travel funds are not a basis for:

1. Denying official travel reimbursement, or
2. Reducing allowances.

U2025 STANDARD CONUS PER DIEM RATE

- A. Definition. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS.
- B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.
- C. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

<u>Effective 1 October 2010</u>		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$77	\$46	\$123

U2030 MEAL TICKETS

- A. Issuance. Meal tickets may be issued only:
1. As specifically authorized in Ch 4 (for TDY and for members traveling together under an order directing no/limited reimbursement), Ch 5 (for PCS), Ch 7 (for persons in special categories), and
 2. To members traveling together with no/limited reimbursement directed in the order (see JFTR, par. U4102-O) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.
- B. Procedures. Service issuances apply. See par. U1015-C2d.
- C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

<u>Effective 13 October 2009</u>	
<u>Meal</u>	<u>Rate</u>
Morning	\$ 7
Noon	\$ 11
Evening	\$23

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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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. 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 that is not a day in a travel status (see par. U2255-A), except as noted in par. U4102-B.

B. Day of Leave or Administrative Absence (e.g., proceed time). A member is not authorized per diem on any day not in a travel status or any day classified as leave or administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)). 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. Reimbursement under par. U4510 is permitted for occasional meals and lodging necessarily procured within the PDS limits by a member escorting an 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. U1245 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. U2800-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. U3040 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. U1245 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. Reimbursement under par. U4510 is permitted 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), even if that status change is effected prior to the ship commissioning or service craft placement in-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

ocean-going 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. ***This paragraph 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 (See 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. U2165). 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. U2165), 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 1 February 2008 violates par. U2205. 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 \(1944\)](#)) (See 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 rate per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.
3. CONTINGENCY OPERATION Per Diem Exception. The Secretary Concerned or authorized delegated authority may adjust the CONTINGENCY OPERATION flat rate per diem when the 55% rate is determined to be insufficient or overly generous. *Per diem rate adjustment must be authorized before travel.* For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:
 - a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
 - b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and '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. U2710); however, a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by a Service issuance.* 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. 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.

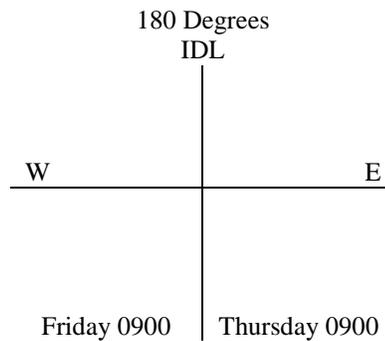
Pay the departure TDY day to the PDS - \$45.75 ($\$61 \times 75\% = \45.75).

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

U4115 INTERNATIONAL DATE LINE

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

B. Computing Per Diem when Crossing the IDL



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

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

Example 2			
TDY Travel Involving IDL without a ‘Lost’ Day			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
A GOV’T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
Total			\$1,380.00

U4125 PER DIEM UNDER THE ‘LODGING-PLUS’ COMPUTATION METHOD

Per diem computed under this Part is based on the ‘Lodging-Plus’ computation method. The total daily per diem amount is NTE the applicable daily locality rate. See par. U2710 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. TDY lodging when utilized for official travel is always based on the GOV’T’s interest. Reimbursement computation is in par. U2560 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. ***A lodging expense receipt is not necessary when par. U4105-14 applies unless to validate related expenses such as lodging tax or a parking fee.***

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. ***The traveler must adhere to the prudent traveler rule for official travel funded***

by the GOV'T (see par. U2010). TDY lodging accommodation is not intended for any individual who is an ineligible traveler ICW the official travel order (i.e., a TDY traveler is not expected to bring family members or friends to stay in the TDY lodging).

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. Single and Multiple Occupancy of a Room

NOTE: The following presumes there are no complications, i.e., other provisions of the JFTR that may apply, such as being TDY to a U.S. INSTALLATION and being ordered to use available GOV'T lodging.

1. Single Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.

2. Official Travelers Share a Room

a. Each official traveler is:

(1) Allocated the appropriate percentage of the room rate charged (e.g., 2 official travelers –are each allocated 50% of the room cost; 3 official travelers–each is allocated 33%) of the actual rate charged if a room is shared with another/other official traveler(s), and

(2) Responsible for their share of the applicable room rate (e.g., 2 official travelers - each is responsible for 50% of the room rate; 3 official travelers - each is responsible for 33% of the room rate.

b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler's lodging per diem ceiling eligibility. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.

c. Examples of Room Charge Allocation:

(1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is allocated \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).

(2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is allocated \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.

3. Official Traveler Shares a Room with a Non-GOV'T Traveler(s). If the official traveler shares a room with a person(s) who is not a GOV'T traveler on official travel, then the official traveler is allowed the single room rate. **Refer to par. U4129-E if the non-GOV'T traveler(s) is a family member or friend.**

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 a friend or relative at the friend's/relative's residence, 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. TDY lodging accommodation at GOV'T expense is not intended for an individual who is an ineligible traveler ICW an official travel order (i.e., a family member or friend is not expected to routinely share the TDY lodging).** While a lodging availability situation may require a traveler to accept lodging that is more spacious than is needed for the official traveler, the official traveler is expected not to purposely accept more spacious lodging simply because the official traveler desires to provide lodging for other non-official travelers. A lodging expense receipt is not necessary when par. U4105-14 applies unless to validate related expenses such as lodging tax or a parking fee.

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 NTE the single room rate and room tax on the single rate limited to the applicable locality lodging rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order for lodging rental/lease at other than a higher rate. The lodging cost is split equally among the named people indicated on the signed rental/leased lodging agreement/contract.

Example 3: A member is TDY to Location A and stays in commercial lodging. Multiple family members later join the member at personal expense with no additional lodging expense incurred by the GOV'T. The non-GOV'T travelers are reflected as occupants on the lodging receipt. The official traveler member is authorized lodging reimbursement NTE the single room rate and room tax on the single rate limited to the applicable locality rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order.

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: This paragraph 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 authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):***

1. Daily hotel room costs;
2. Daily hotel taxes; and
3. Daily miscellaneous fees, if applicable.

I. Multiple Lessees Involving Leased or Rented Lodging. Even though a daily lodging rate is computed for TDY reimbursement, the long-term (i.e., not daily) lodging cost is split equally among the lessees indicated on the signed lease or rental agreement/contract before the daily reimbursement rate is computed. The prorated lodging cost reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. The applicable daily M&IE rate of the official traveler is not prorated. AEA authority must be in the GOV'T's interest IAW par. U4205 per the AO determination. ***TDY lodging accommodation is not intended for individual(s) who are ineligible traveler(s) ICW an official travel order. The traveler must adhere to the prudent traveler rules for official travel funded by the GOV'T.***

J. Advance Lodging Deposits. An advance lodging deposit is reimbursable when required by the lodging facility to secure a room reservation prior to TDY travel. The traveler 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 Service/ Agency.

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) leased or rented ICW official TDY qualifies as lodging. Par. U4129-D applies for multiple occupancy involving official travelers; par. U4129-E for lodging with a friend/relative at the friend's or relative's residence; and par. U4129-I for multiple lessees of rented/leased TDY lodging.

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). When a dwelling of any kind (to include a recreational vehicle) becomes purchased under some form of rent-to-buy provision, all associated costs previously claimed must be repaid.

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. See APP G for official communications.*);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare 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			
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			
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

*Effective with an order issued on/after 1 January 2012, mortgage interest and property taxes associated with the purchase of any dwelling (to include a recreational vehicle) purchased at a TDY location may not be claimed as substantiation for payment of per diem while TDY. Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed. **Example:** Order issued 29 December 2011 and dwelling purchased 2 January 2012 = no lodging payments for purchase costs. Personnel who were issued orders before 1 January 2012 and had already purchased a dwelling at the TDY location before 1 January 2012 may continue to claim lodging costs related to the purchased dwelling until the expiration of the current TDY order including any extensions to that order limited to the following:*

A. **Purchased Residence.** For those eligible (see above), 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, not to include entertainment utilities (e.g. cable, TV, telephone).

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 purchased and occupied 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).

<u>Example</u>
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.

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

U4143 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 IE rate of \$3.50 may be authorized and must be stated in the order.***

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

E. Member Directed to Procure Private Sector 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 Ch. 3, Part I 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. AO Authority. 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, or
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 Standard 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

<u>Example 1</u>					
Per Diem Rate/POC TDY Mileage Computation					
A traveler is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U4915). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12-hour rule does not apply because the TDY period is over 12 hours.					
<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	Per Diem Rate	<u>Lodging Cost</u>	<u>POC Distance</u>
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 \$0.555/mile =					\$ 460.65
Total Reimbursement					\$982.65

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

Example 2

Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation

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

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U4915).

The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. U4149-B) is \$11.55 and the PMR (par. U4149-C) is \$26 plus the CONUS \$5 IE rate applies in this example.

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

ITINERARY

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

REIMBURSEMENT

15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$	\$ 40.50
16 March	$\$6 + \$11.55 \text{ (GMR)} + \$5 \text{ (IE)} =$	\$ 22.55
17 March	$\$6 + \$26 \text{ (PMR)} + \$5 \text{ (IE)} =$	\$ 37.00
18 March	$\$6 + \$11.55 \text{ (GMR)} + \$5 \text{ (IE)} =$	\$ 22.55
19 March	$\$46 \times 75\% =$	\$ 34.50
1 round trip of 650 miles (official distance) x \$0.555/mile =		<u>\$ 360.75</u>
Total Reimbursement		\$517.85

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 per 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 this paragraph, "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 this paragraph:

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

1. Example 1

<u>Example 1</u>			
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. U4915).			
The traveler is due \$1,493.75 (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 \$0.555/mile =			<u>\$ 721.50</u>
Actual Cost Total			\$1,655.50
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	$\$46 \times 75\% =$	\$ 34.50
	1 round trip of 650 miles (official distance) \times \$0.555/mile =	\$ 360.75
Constructed Cost Total		\$1,493.75

2. **Example 2**

Example 2			
Per Diem, Discount GMR and POC TDY Mileage Computation			
<p>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.</p> <p>The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. U4149-B) is \$9.90 plus \$5 IE for this example.</p> <p>POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U4915).</p> <p>The member is due \$405.75 (constructed cost since it is less than the actual cost for this example).</p> <p>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.</p>			
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	$\$6 + \$9.90 + \$5 \text{ (IE)} =$		\$ 20.90
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	$\$6 + \$9.90 + \$5 \text{ (IE)} = \$20.90/\text{day} \times 2 \text{ days} =$		\$ 41.80
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) \times 2 = 740 miles \times \$0.555/mile =			<u>\$410.70</u>
Actual Cost Total			\$623.40
Constructed Cost			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10-15 July	$\$6 + \$9.90 + \$5 \text{ (IE)} = \$20.90/\text{days} \times 6 \text{ days} =$		\$125.40
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) \times \$0.555/mile =			<u>\$205.35</u>
Constructed Cost Total			\$405.75

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), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
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-I or U4177.)
Per Diem for the Departure Day from the PDS ^{5/}	75% of the M&IE rate for the TDY locality ^{1/} , plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{2/, 4/}	75% of TDY locality M&IE rate ^{1/} , plus the GOV'T QTRS cost ^{11/} .	75% of the TDY locality M&IE rate ^{1/} , plus the cost of lodging occupied NTE the available GOV'T QTRS cost ^{11/} . No lodging tax reimbursement.	75% of the M&IE rate for the next destination (TDY/stopover point) locality ^{1/} for the departure day.	75% of the M&IE rate for the en route stopover locality, plus the lodging cost NTE the stopover locality maximum lodging ceiling. ^{2/, 4/}	75 % of the TDY locality M&IE rate ^{1/} , plus lodging ^{2/, 4/} cost NTE the TDY locality maximum lodging ceiling.
Footnotes After Table 4						

Quick Reference - Per Diem 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-A.	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.

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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 §476(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. Travel at GOV'T expense may not 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. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status (37 USC §494)

a. General. 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.

b. Exception. Travel at a later date may:

(1) Be authorized/approved through the Secretarial Process IAW 37 USC §494.

(2) *not* be authorized/approved for escort travel for the dependent in par. U5241-F.

c. Delayed Travel. GOV'T-funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.

d. Per Diem. *Per diem is not payable ICW dependent transportation authorized in par. U5241-C2.*

3. Dependent Travel and Transportation when Member Officially Reported as Dead (37 USC §476)

a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. **Example:** Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.

b. Per Diem. Per diem (see par. U5210) is authorized for a dependent who is authorized transportation in par. U5241-D, ICW the death of a member entitled to basic pay (37 USC §476(f)).

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.

Part C: Dep T&T Alws/Section 6: Unusual/Emergency Circumstances

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.

Part C: Dep T&T Alws/Section 6: Unusual/Emergency Circumstances

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 M7220.29B 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 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

***NOTE:** Cadets/midshipmen are not eligible for non-medical attendant allowances.*

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 non-medical attendant 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 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: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

(Pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. U5340), from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service);
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 service break of more than 90 days ([B-160488, 14 February 1967](#));
3. 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
4. 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.

Except for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D through F), HHG must be turned over for transportation within 1 year following active duty termination. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost ([54 Comp. Gen. 1042 \(1975\)](#)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. Is retired without pay;
2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
3. 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.

C. Storage

1. General. A member or a dependent, authorized HHG transportation under par. U5365-A or U5365-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. U5365-D and U5365-H.
2. One-Year Period Extended because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is authorized NTS under par. U5365-D. See par. U5012-I.

**Part D: HHG Transportation & Storage/Section 7: Retirement, TDRL, Discharge
w/Severance/Sep Pay or Involuntary Release from AD w/Readjustment or Sep Pay**

3. One-Year Period Extended because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the GOV'T acting as the member's agent for the extension period, provided:

- a. Continued storage is authorized/approved through the Secretarial Process (par. U5012-I), and
- b. The member agrees to pay all costs for NTS for any period in excess of 1 year from the active service termination date, or the longer period authorized by par. U5365-D, if applicable.

4. SIT. SIT of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

- a. Necessary because of conditions beyond the control of the member, or dependent (if applicable);
- b. Such conditions arise after transportation from NTS; and
- c. Authorized/approved IAW Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in SIT under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

2. During 1-Year Period after Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization or treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. U5012-I). The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization or treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further time limit extension for NTS is not authorized.***

E. Member Undergoing Education or Training. A member authorized HHG transportation under par. U5365-A who:

1. On the active service termination date is undergoing education or training to qualify for acceptable civilian employment, or
2. Begins such education or training during the 1-year period following active service termination, or during the longer period authorized/approved under par. U5365-D (if applicable),

is authorized HHG transportation until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier, and continued NTS provided:

1. Such additional period for storage and transportation is authorized/approved through the Secretarial Process (par. U5012-I), and

2. The member agrees to pay all costs for NTS for any period over 1 year from the active service termination date (par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further time limit extension for HHG transportation and continued NTS at member's expense but under GOV'T auspices, may be authorized/approved through the Secretarial Process (par. U5012-I). Notwithstanding the time limit extension within which HHG transportation must begin, the storage period at GOV'T expense is as specified in par. U5365-C.

*F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the Service's best interest, or substantially to the member's benefit and not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. U5365-D and U5365-E. These extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process ([B-126158, 21 April 1976](#)). These extensions do not extend the GOV'T's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. U5365-D. The delayed HHG transportation under par. U5365-F must be incident to the member's separation from the Service ([B-207157, 2 February 1983](#)).

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

G. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing before Selecting a Home. A member authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate GOV'T/GOV'T-controlled QTRS or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated QTRS/privatized housing to a local temporary residence in the vacated QTRS/privatized housing vicinity. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §476(b)(1)(D) applies for this short distance move. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home under par. U5365-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. U5365-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,
2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status). If the member dies after reversion to retired status, par. U5365-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not authorized HHG transportation ICW such discharge or retirement; but may be eligible for HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies after Retirement or Release

1. After Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS. Par. U5365 also applies when the member completed travel to the HOS.

2. Before Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130, or if a home has been selected before HHG transport and the member's travel to the HOS, the HHG may be transported at GOV'T expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. U5130-A, or partly to each. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits as prescribed for a member in par. U5365 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement. A member, 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 home or to a specific location to await another order ICW disability retirement, is authorized HHG transportation to the home or specific location. Shipments transported under par. U5365-L may be re-transported when a retirement or other order is ultimately issued. The maximum authorization is for the distance from the member's PDS at the time the member received the order 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 transportation of HHG to the waiting point ([32 Comp. Gen. 348 \(1953\)](#)).

SECTION 1: GENERAL

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the GOV'T's convenience (par. U5630-B15), or incident to an evacuation (pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in JFTR and may be paid in advance (37 USC §477).

U5605 DEFINITION OF TERMS

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

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

1. Has no dependent(s);
2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. U5201-B ICW a PCS (par. U5605-A for exception); or
3. Has dependent(s) authorized travel and transportation allowances under par. U5201, but the dependent(s) does not relocate ICW a PCS ([59 Comp. Gen. 376 \(1980\)](#)).

U5610 ELIGIBILITY

NOTE: *DLA is not authorized under the several circumstances detailed in par. U5630-C.*

A. Member with Dependent(s). A member with a dependent(s) is authorized a DLA when the dependent(s):

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

B. Member without Dependent(s). A member without a dependent(s) is authorized DLA when:

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

In par. U5610-B1 circumstances, DLA authority continues to exist if GOV'T QTRS' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days.

NOTE: *See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.*

U5615 DETERMINING AMOUNT PAYABLE

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

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

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §477, a member is authorized only one DLA during a fiscal year, unless the:

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

****NOTE 1: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***

****NOTE 2: For Army, OUSD (P&R) Memo of 18 April 2012 temporarily allows the approval level to be set at the O-6 level when serving in the capacity of Directors of the Enlisted and Officer Personnel Management Directorates of the Army Human Resources Command effective 18 April 2012 and expiring on 18 April 2014.***

2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
3. Eligible dependents are relocated to a designated place incident to an evacuation (pars. U6012 and U6059);
4. Movement of a member's household is made ICW a national emergency or in time of war;
5. Movement of a member and/or a dependent(s) is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;
6. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or
7. Member's dependents relocate incident to the member being assigned to ITDY (par. U4610).

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

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to GOV'T QTRS carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service installation, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. U5620-A2, U5620-A5, and U5620-B2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

SECTION 1: 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 (<http://www.dtic.mil/whs/directives/corres/pdf/302514p.pdf>).
- 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://comptroller.defense.gov/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 vicinityto 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

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

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. U2210.

H. Funds Advance

1. Travel and Transportation Allowances

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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 amount for 30 days at the safe haven/designated place.

*c. Transportation advances (par. U1015-C2e) 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

(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. U1015-C2e) 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, 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,

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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 authority, 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;

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- 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);
- 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 authority (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 authority (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 authority 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

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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 1: GENERAL**U6050 GENERAL INFORMATION**

A. General. An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). For an authorized/ordered limited evacuation, see pars. U6053-I (Transportation) and U6054-D1 (Evacuation Allowances). The evacuation and limited evacuation applies to a dependent:

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;
2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;
3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a 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/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. ***NOTE: A dependent who departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. U6053-C.; and,***
4. Of a member assigned to a CONUS 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.

NOTE: Title 37 USC §475a, the statute pertaining to a dependent's evacuation, does not apply to a uniformed member. A uniformed member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

B. Funding. The Joint Plan for DoD Noncombatant Evacuation and Repatriation (<http://www.armyg1.army.mil/MilitaryPersonnel/NEO.asp>) contains the fund cites chargeable for evacuation allowances for a member's dependent of any DoD Service. Questions relating to:

1. DoD fund cites should be addressed to the Joint Plan proponent: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; fax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547; or
2. Coast Guard: Commandant (CG-832), U.S. Coast Guard, 2100 2nd Street S.W., Washington DC 20593-0001, telephone 202-372-3567; or
3. NOAA: Director, CPC ATTN: CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333 fax number: COML (301) 713 4140, phone COML (301) 713-3444.

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part B, may be paid to one or more of the following individuals:

1. The member's evacuated dependent spouse, and/or
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present, and/or

3. The member (as the natural guardian) for a dependent who is under age 18, and/or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6050-A3.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part B, are paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

*E. Written Order. Due to the emergency situations as defined in par. U6050, evacuation travel may be required to begin before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the oral order date IAW par. U2210.

F. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part B, may be paid in advance when an order is issued for dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances authorized under par. U6054 may not exceed the estimated amount for 30 days at the safe haven/designated place, as applicable.

*c. Transportation advances (par. U1015-C2e) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

1. A dependent while traveling to and while at the safe haven/designated place, or
2. An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized in par. U6059 may be paid to the dependent designated by the member (par. U1010-B5) in advance of the dependent(s) travel to the designated place.

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the SECDEF specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. 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. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements ([DoDFMR Vol. 7A](#))), or the [COMDTINST M7220.29](#) (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6051 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 dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing/ordering an evacuation or limited evacuation of a uniformed member's dependent from any CONUS

location:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependent of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
2. 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;
3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;
4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DoD component (APP A1 definition) or designated representative;
7. The commander of a U.S. INSTALLATION (APP A1 definition) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;
8. The commander, director, head, chief or supervisor of a U.S. GOV'T organization or office; and
9. A State authority for Reserve Component or National Guard member serving on active duty or full-time National Guard duty as indicated in par. U6062.

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

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity to establish a residence with the member; or
4. 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.

D. Evacuation. The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. U6051-B. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.

E. Limited Evacuation. The authorized/ordered movement of a member's dependent from a CONUS residence to the nearest available accommodations (which may be GOV'T QTRS), when authorized/ordered by the appropriate authority indicated in par. U6051-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. 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 CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

2. When a Limited Evacuation is Authorized/Ordered. The nearest available accommodations (which may be GOV'T QTRS), determined to be suitable by the appropriate authority indicated in par. U6051-B who authorized/ordered the limited evacuation, where a dependent is directed to relocate on a temporary basis to await a decision by competent authority to return to the residence.

U6052 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate a dependent from an area rests with the individuals designated in par. U6051-B.

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, 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 Under SECDEF (Personnel and Readiness) (USD (P&R)). When an evacuation or limited evacuation is authorized or ordered by a non-DoD Service, the authority to designate the original safe haven is vested in the Secretarial Process. If 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.

2. Alternate Safe Haven Location Designation

a. DoD Services. The USD (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 to another safe haven when circumstances warrant.

b. Non-DoD Services. Authority is vested in the Secretarial Process.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven for an evacuated dependent and transportation at GOV'T expense from one safe haven to another when circumstances warrant.

3. OCONUS Designated Place Designation. The Secretarial Process must 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. For DoD Services, the USD (P&R), or the USD (P&R) designated representative, terminates evacuation status and authorizes a dependent to return to the PDS.

2. In limited evacuations involving DoD Services; the authority that authorized/ordered the evacuation terminates evacuation status and authorizes a dependent to return to the residence.

3. For non-DoD Services, authority is vested in the Secretarial Process in situations in which the USD (P&R) acts for the DoD Services, or the authority who authorized/ordered a limited evacuation.

4. In addition, for each Service ICW a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the dependent's evacuation allowances termination date before the evacuation period termination date. The Secretarial Process-determined official may:

- a. Permit the family to return to the PDS and terminate the evacuation allowances, or
- b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,
- c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or
- d. Allow a dependent to remain at the evacuation site with evacuation allowances, as outlined in par. U6052-E, if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

E. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the dependent's status and the evacuated location conditions as noted below.

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.

2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100%/50% beyond 30 days for a specific duration.

Each Service selects the authority for safe haven allowance determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

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SECTION 2: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**U6053 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**

A. General. Par. U6053 provides for the necessary dependent's relocation incident to an evacuation (see par. U6053-I regarding dependent transportation incident to a limited evacuation), to include the dependent of a member assigned to a CONUS PDS who dies before/during an evacuation of the PDS. Authorization for dependent's transportation under par. U6053-A is the same as for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered. A dependent, who is at/in the PDS vicinity when the evacuation is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent transported under par. U6053-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's CONUS PDS under par. U6053-H.

C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered. A dependent who resides at/in the vicinity of a:

1. Member's former PDS following the member's assignment elsewhere, or
2. PDS (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

when an evacuation of the PDS at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place competent authority directs such travel. A dependent who was moved at GOV'T expense to the member's former PDS or a PDS (other than the member's current PDS) and who became age 21 is a dependent for this Part. Further, such dependent, and any dependent transported under par. U6053-C, who turns 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated. ***NOTE: A dependent who travels from the safe haven or designated place, at personal expense, to another location outside of the member's present PDS to include back to a former PDS, is not authorized travel and transportation allowances. COLA and BAH are based upon the member's PDS unless waived by Secretarial Process.***

D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the vicinity of the member's CONUS PDS but who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had the return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation order/authorization.

E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, the member's dependent, who has disestablished the family's residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, is requested to remain where they are located (as an interim safe haven) awaiting a decision regarding onward travel to the PDS, to another safe haven, or to a designated place. The dependent is authorized transportation from the place at which notification of the evacuation was received to the safe haven or designated place, whichever the Service, DOD Agency or OSD official implementing evacuation instructions considers appropriate. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has

Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 2: Dep Transp

moved or must move to temporary accommodations before beginning the travel to the member's CONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has not received an authorization to travel to the member's PDS is not authorized any transportation or reimbursement for self-procured transportation under this Part.*** See par. U6054-F for safe haven allowances payable.

F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. U6053 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or 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

1. General. Travel and transportation allowances provided in par. U6053-G2 are payable to a member, a U.S. GOV'T civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under Ch 6, Part B, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6053-G may be paid in advance.

2. Travel and Transportation Allowances

a. Member as an Escort. A member is authorized TDY travel and transportation allowances when escorting the dependent between the CONUS PDS and the safe haven or designated place under par. U6053-G.

b. U.S. GOV'T Civilian Employee as an Escort. A U.S. GOV'T civilian employee is authorized the TDY allowances of the agency or department funding the travel when escorting a dependent under par. U6053-G. For travel and transportation allowances for a U.S. GOV'T civilian employee designated as an escort and funded by DOD, see JTR, par. C7100.

c. Person other than a Member or a Civilian Employee as an Escort. A person other than a member or U.S. GOV'T civilian employee, authorized to escort a dependent under par. U6053-G, is issued an ITA. See APP E. An individual designated to travel as an escort is authorized the TDY travel and transportation allowances authorized for a U.S. GOV'T civilian employee.

H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS. For DOD Services, the USD (P&R), may authorize an evacuated dependent to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process.

I. Dependent Transportation Incident to Limited Evacuation. Transportation allowances for a dependent incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T quarters) and return; or,

*2. Reimbursement on a mileage basis, at the rate in par. U2805-C1, when a dependent uses a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T quarters) and return. Reimbursement for POC use is to the vehicle operator and no reimbursement is allowed for passengers.

For safe haven allowances incident to a limited evacuation, see par. U6054-D.

PART H1: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Parts B and C, for COT leave travel between authorized locations.
2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. U4929, and Ch 3, Part D.
3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tours of duty at the same PDS (see APP A1 definition of IPCOT), or
 - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One tour is unaccompanied, or
 - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs ([DoDI 1315.18](#)).

****NOTE: Per OUSD (P&R) Memo of 11 April 2012, U.S. Army Human Resources Command (HRC) has waiver authority to make 400 moves deemed necessary to fill critical billets during fiscal year 2012. When authorized under this waiver authority, no COT leave travel and transportation allowances are authorized. This waiver expires on 30 September 2012.***
2. Military Personnel Assignments. For procedures for Military Personnel Assignments see (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
3. COT Requirements for Alaska or Hawai'i PDS. See [DoDI 1315.18](#), par. E3.7.2.2 for the COT requirements for a DoD member assigned to Alaska or Hawai'i.
4. FEML Location PDS. When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

C. Eligible Dependent. An eligible dependent is one who:

1. Is a dependent (see APP A1, except a child described in item 8 of the definition) on the:
 - a. Last day of the member's first tour at the old OCONUS PDS; or
 - b. Member's PCS order effective date to the new OCONUS PDS; and
2. Is command-sponsored for both tours;
3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and

4. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares **are authorized**.

1. Travel between Authorized Locations. Travel between authorized locations is travel:
 - a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - b. From the old to the new OCONUS PDSs via an authorized destination; or
 - c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-E3.
2. Authorized Destination
 - a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.
 - b. ***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.***
 - c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/ approved travel to that destination), city-pair airfares are not authorized for transportation to/from that alternate place.
 - d. Examples

Example 1	
Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city-pair airfare between the OCONUS location and CONUS Location A.	
The POLICY-CONSTRUCTED AIRFARE (APP A1) between the OCONUS location and CONUS Location A (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT travel to CONUS Location B.	
City-pair airfare to/from CONUS Location B:	\$1,400
Least expensive POLICY-CONSTRUCTED AIRFARE to/from CONUS Location B:	\$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city-pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/ approved by the Secretarial Process making the city-pair airfare to/from CONUS Location B available.	

Example 2	
Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city-pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city-pair airfare to/from CONUS Location B:	\$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city-pair airfare to/from CONUS Location B (\$840) NTE the \$980 cost to HOR.	

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at GOV'T expense from an authorized destination to drive a POC to a new PDS.

4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a DESIGNATED PLACE IAW par. U5120-G.

5. Temporarily Absent from the PDS. Pars. U5120-B, U5120-C (member) and U5218 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*

E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. CONUS HOR

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who does not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under [DoDI 1327.06](#), a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the traveler, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in GOV'T's interest.

(2) Exception

- (a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.
- (b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.
- (c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation

a. Member Directed to Use Available GOV'T/GOV'T Procured Transportation. An eligible member, directed to use available GOV'T/GOV'T procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. **Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.**

<u>Example 1</u>	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City-pair airfare one-way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. U1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500
Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.	

b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the GOV'T/GOV'T procured transportation cost, as appropriate, for the official distance (see par. U5105-C). **This should almost never occur since CTO use is mandatory for all official travel.**

<u>Example 2</u>	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
GOV'T-procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO for airfares but elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the GOV'T cost for the transoceanic trip cost plus necessary ground transportation to the HOR. The traveler is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use GOV'T air transportation IAW par. U5207-A.	

c. **POC Use.** When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. U5105-B and/or U5201. If the Service does not authorize/approve POC use, reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE (see APP A definition).

<u>Example 1</u>	
<i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 50.00</u>
Total constructed GOV'T city-pair airfare cost =	\$1,924.63
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.23/mile =	\$ 704.49
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)
Member's authorized per diem = 9 days x \$123/day =	
\$ 1,107.00	
Per diem for the accompanying spouse @ 75% of the member's amount =	
\$ 830.25	
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	
<u>\$ 553.50</u>	
Total actual amount =	\$ 3,195.24
In this example, the city-pair airfare to the HOR is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use.	
The member is financially responsible for the additional cost (\$3,195.24 - \$1,924.63) of \$1,270.61.	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-F1c.	

<u>Example 2</u>	
<i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City-pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	\$3,876.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 70.00</u>
Total constructed GOV'T city-pair airfare cost =	\$4,040.88
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.23/mile =	\$704.49
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$123/day = \$1,107
Member's authorized per diem =	\$1,107.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 830.25
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$553.50/child x 2 children =	<u>\$ 1,107.00</u>
Total actual amount =	\$3,748.74
In this example, the city-pair airfare cost to the HOR is more expensive than POC 'MALT-Plus' travel to the HOR. Since the POLICY-CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (par. U7200-F1c).	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7200 if a member elects:

- a. 15 days leave and transportation, under par. U7305, or
- b. Either of two other options available in lieu of transportation under par. U7305, (i.e., cash, or 30 days leave without funded transportation (DoDI 1327.06 <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW DoDI 1327.06 (Leave and Liberty Procedures), subsec. 1.j.(3), <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations for Non-DoD Services (par. U1010-B10) are authorized transportation between authorized locations.
2. Transportation Mode. Air is the **only authorized transportation mode** (airport to airport transportation **NOTE** below).
3. GOV'T Air Transportation not Reasonably Available
 - a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required GOV'T air transportation is not reasonably available.
 - b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).
 - c. See par. U7205-C for definition of "authorized location."
 - d. See par. U3002-B, allowing reimbursement NTE the directed mode cost, does not apply if GOV'T transportation is reasonably available and not used.
4. Transportation Cost Reimbursement. Reimbursement:
 - a. For transportation costs is NTE the cost of GOV'T-procured commercial air transportation between authorized locations.
 - b. Is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).
 - c. For ground transportation from PDS/home/destination the airport is not authorized.
5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
6. Travel Across CONUS. Travel across CONUS is at GOV'T expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:
 - a. On permanent duty OCONUS,
 - b. Assigned to an OCONUS ship/unit operation, or
 - c. With OCONUS domiciles who is on permanent duty or initial training in CONUS, or is described in pars. U7125-A, U7125-B, or U7125-C.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.
3. Eligible Dependent. An eligible dependent is one who:
 - a. Is command-sponsored and resides OCONUS with the member,
 - b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
 - c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

- a. As used in par. U7205, domicile is a member's HOR or place:
 - (1) From which first called (or ordered) to active duty,
 - (2) Of first enlistment, or
 - (3) Of permanent legal residence.
- b. A member's domicile is only relevant to personal emergency transportation if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:
 - a. Transportation from an originating location to a destination, and
 - b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205.
2. The authorized locations listed below (including those in par. U7205-C4b(3)) are official travel locations, and available contract city-pair airfares *may* be used.

3. Examples

NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.

NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

<u>Example 1</u>	
A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city-pair airfare between the PDS and Location B:	\$1,200
Round trip city-pair airfare between the PDS and Location A:	\$1,400
Round trip POLICY-CONSTRUCTED AIRFARE between the PDS and Location A:	\$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no <i>city-pair airfare may be used</i> to/from Location A.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<u>Example 2</u>	
A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city-pair airfare between the PDS and Location B:	\$1,200
Round trip city-pair airfare between the PDS and Location A:	\$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city-pair airfare to/from Location A (\$980) NTE the \$1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B3a and U7205-B3b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. U7205-B1c and dependent described in par. U7205-B3c, check par. U7205-B3a.***

b. Authorized destinations are:

- (1) Either:
 - (a) The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. U7205-C3; ***NOTE: This creates a cost limit to be used for transportation.***
- (2) An airport in a NON-FOREIGN OCONUS AREA (APP A1); or
- (3) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no authority for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.*

5. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B3c:

- a. Authorized origins are the international airports nearest the:
 - (1) Member's PDS, or
 - (2) Dependent's location when notified of the personal emergency.
- b. Authorized destinations are:
 - (1) An international airport in a non-foreign OCONUS area, or
 - (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.*

U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time classified as leave or administrative absence. ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under DoDI 1327.06 (Leave and Liberty Procedures <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>) for DoD Services and/or Service regulations (par. U1015-C2h).

B. Transportation

1. Space-required GOV'T transportation must be used if reasonably available.
2. Travel and transportation allowances are the same as if traveling on TDY.
3. The policy in par. U3220-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the

balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations, and available contract city-pair airfares may be used. ***If the member travels to a more expensive ‘other’ location, city-pair airfares are not authorized.***

F. One-way Emergency Leave Travel

1. There is no authority for one-way emergency leave travel and transportation to the ship’s location if the member departed on emergency leave while the ship was in its home port.
2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D.
3. See par. U7215 for travel and transportation allowances when a ship relocates during the member’s authorized absence.
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to/from terminals are not included in the examples.

<u>Example 1</u>	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member’s emergency leave destination is Denver, CO.	
There is no city-pair airfare between Ft. Campbell and Ft. Belvoir and the POLICY-CONSTRUCTED AIRFARE (APP A1) (incorporating some city-pair airfare connections) is \$400.	
City-pair airfare cost from Ft. Campbell to Denver	\$500
POLICY-CONSTRUCTED AIRFARE cost from Ft. Campbell to Denver	\$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city-pair airfare to Denver. The member’s financial responsibility is \$600 of which \$400 is reimbursable.	

<u>Example 2</u>	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member’s emergency leave destination is Atlanta, GA.	
City-pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City-pair airfare from Ft. Hood to Atlanta	\$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city-pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §481a)

A. Authority

1. A member is authorized transportation allowances (***no per diem while en route to and from or while at the convalescent leave location***) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:
 - a. CONUS medical treatment location to a location selected by the member, and authorized/approved by the Secretarial Process, and

- b. Member-selected location to any medical treatment location.
 2. Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.
- B. Transportation Allowances
1. A member performing travel under par. U7210-A may select:
 - a. Transportation-in-kind;
 - b. Commercial transportation cost reimbursement when the member travels at personal expense (Ch 3, Part B), ***NOTE: IAW par. U3045-C, it is mandatory policy that a member uses an available CTO to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3045; or***
 - c. The TDY automobile mileage rate for the official distance.
 2. GOV'T/GOV'T-procured transportation must be furnished and used to the maximum extent practicable.
- C. Restrictions. ***Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation

1. A member is authorized travel and transportation allowances for additional costs associated with returning to a relocated ship.
2. Reimbursement is limited to the additional cost and is NTE the transportation cost between the ship's old and new locations.

C. Reimbursement

1. TDY travel and transportation allowances are payable.
2. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized.
3. The GOV'T/GOV'T-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations.
4. The member is financially responsible for any additional cost.
5. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, ***city-pair airfares are not authorized.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility

1. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning.
2. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authority

- a. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

(1) Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and

(2) If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

- b. *No per diem accrues for duty at the PDS.*

2. Eligible Member. An eligible member is one who departs from a PDS/TDY station on authorized leave and is recalled to the same duty station because of:

- a. Actual contingency/emergency war operations, or

- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) The leave purpose has been defeated ([60 Comp. Gen. 648 \(1981\)](#)).

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PART C: MEMBER TO MEMBER

U10200 GENERAL

Per 37 USC §421, a dependent who is on active duty in a U.S. Uniformed Service and entitled to basic pay cannot be a dependent for housing allowance purposes. See Table U10C-1 for housing allowances when both spouses are entitled to basic pay. See par. U10400-E4 for member to member couples on sea duty.

U10202 BAH/OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When both husband and wife are members and separate households are maintained at or in the vicinity of their PDS or PDSs, each is individually authorized BAH/OHA. Only one member may receive BAH/OHA at the with-dependent rate. *In no case may a spouse who also is a member in receipt of basic pay be a dependent for allowance purposes in this Part (37 USC §421).*

U10204 OTHER DEPENDENTS

*A. Child(ren) from Previous Relationships and Dependent Parents. When one or both members are authorized housing allowances for a child(ren) from a previous relationship or on behalf of a dependent parent(s), and the members marry and are stationed in the same area, all children and dependent parents of either member are one (or the same) class of dependents. Therefore, only one housing allowance at the with-dependent rate (including BAH-DIFF) is payable. Any child(ren) born of their marriage, or adopted by them, is within the same class of dependents for housing allowances purposes. However, if the member elects to stop receiving a housing allowance at the with dependents rate, then the other member may claim the children for housing allowance purposes. A relationship determination is required, but ordinarily a dependency determination is not. In all instances of a member having a spouse on active duty, full details must be given showing the spouse's full name, social security number, duty station, and branch of Service. This does not apply to two members living together but not married. These members are each authorized a housing allowance based on each member's dependents.

B. Dependents of Marriage. When two members, with no other dependents, are married to each other, they may elect which member receives a housing allowance for their adopted children or children born of their marriage. Both members must agree to the election. If the members cannot agree, the senior member is authorized a housing allowance for their children. Such elections may not be applied retroactively. The members may subsequently elect to transfer BAH authorization from one member to the other. Changes are effective as of the election date.

C. Members Assigned to Different Locations. Effective 15 April 2003, when married members are assigned to different locations, pursuant to competent military orders, the authorization for a housing allowance at the with-dependent rate or to GOV'T-furnished QTRS should be determined separately, without regard to the general rule that all children and parents of the members are dependents of the same class for housing allowances. Each member is required to have physical custody of a dependent if both members are claiming a housing allowance authorization at the with-dependent rate.

*D. Dependent Parents. When one of two members married to each other is receiving a housing allowance at the with-dependent rate, the class of dependents includes either member's parents and only one member is authorized a housing allowance at the with-dependent rate or BAH-DIFF for the one class of dependents when the members are assigned to the same or adjacent bases.

U10206 DEPENDENT SUPPORT

*A. Divorce or Legal Separation. In addition to par.U10106, the following rules apply when the divorced or separated parents are both members and the divorce or separation occurred, or the decree or agreement was amended after 30 June 1992. These rules apply only when neither member is assigned to family-type GOV'T QTRS, unless otherwise specified.

1. Unless the members agree to the contrary, the custodial parent is authorized a housing allowance for the child(ren) regardless of the child support amount received by that member. In addition to the court order, a separate notarized agreement between the members must be provided for the non-custodial member to receive a housing allowance for the child(ren).
2. When each member has legal and physical custody of one or more of the children of the marriage, each member is authorized a housing allowance for the children in their individual custody, regardless of child support payments from one member to the other.
3. When the child(ren) of the marriage are in a third party's custody, only one member is authorized a housing allowance for the children, even if both members are paying sufficient child support to qualify for the housing allowance. The senior member is authorized a housing allowance for the child(ren) when the two members do not agree on which person claims the authorization. If the members are of equal rank, date of rank determines which one receives a housing allowance for the child(ren).
4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child(ren) during those periods the child(ren) are actually in that parent's physical custody.
5. When a non-custodial member pays child support to the custodial parent who also has another dependent who makes the member eligible for a housing allowance, there is a presumption that the custodial parent's authorization is based on the dependent(s) other than the child(ren) of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.
- *6. When the dependents are no longer in one class, the housing allowance authorization for the custodial and non-custodial parents is determined individually. For example, if the non-custodial parent pays child support to a non-active duty parent for a child(ren) from a previous marriage or non-marriage relationship, the non-custodial parent may qualify for a housing allowance based solely on the basis of the member's child support for the child(ren). See par. U10008.

B. Children Living with a Former or Estranged Spouse. Also see pars. U10120, U10122, U10124, and U10126 for housing allowances when the married members either separate or divorce and children are involved.

C. Voluntary Support Payments. Voluntary support payments must not be considered to determine housing allowance authorization unless there is a mutual agreement between the member parents that the custodial member parent accepts the support payments.

U10208 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER

A. When Not Authorized a Housing Allowance. 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 another member and is assigned to or occupies GOV'T family QTRS. The member is not authorized a housing allowance for the child living with the former spouse.

B. When Authorized a Housing Allowance. If a member:

1. Is required to support a child in the custody of a former spouse; and
2. Is married to another member with children born of this marriage, and
3. Lived in family-type GOV'T QTRS with member spouse and children, and
4. Is assigned PCS to a different PDS outside commuting distance, and
5. Current spouse (who is also a member) and children remain in GOV'T QTRS, and

6. GOV'T QTRS' assignment is in or transferred to the remaining member's name,

then the member is authorized a housing allowance for the child(ren) for whom the member is paying child support (59 Comp. Gen. 681 (1980)). This is based on the rule that a member's housing allowance is determined independently of the uniformed spouse when the members are separated by orders and do not reside in the same household.

BAH OR OHA AT PERMANENT STATIONS FOR SPOUSES IN A UNIFORMED SERVICE FAMILY-TYPE QTRS NOT ASSIGNED (NOTES 1-5 and NOTE 14)									
Table U10C-1									
R U L E	A	B	C	D		E		F	
	When member A has depns other than spouse	and member B has depns other than spouse	and member acquires a child/children (NOTE 7)	and single type GOV'T QTRS are assigned to (NOTE 8)		then member A is authorized BAH or OHA as a member		and member B is authorized BAH or OHA as a member	
				Member A	Member B	with depn	without dependent (NOTES 10 & 12)	with depn	without dependent (NOTES 10 & 12)
1	No	No	No				X		X
2	No	No	No	X	X				
3	No	No	No	X					X
4	No	No	No		X		X		
5	No	No	Yes			X /9			X
6	No	No	Yes	X	X	X /9			
7	No	No	Yes	X		X /9			X
8	No	No	Yes		X	X /9			
9	Yes	No	No			X /11			X
10	Yes	No	No	X	X	X /11			
11	Yes	No	No	X		X /11			X
12	Yes	No	No		X	X /11			
13	Yes	No	Yes			X			X
14	Yes	No	Yes	X	X	X			
15	Yes	No	Yes	X		X			X
16	Yes	No	Yes		X	X			
17	Yes	Yes	No			X /13			X
18	Yes	Yes	No	X	X	X		X	
19	Yes	Yes	No	X		X		X	
20	Yes	Yes	No		X	X		X	
21	Yes	Yes	Yes			X /13			X
22	Yes	Yes	Yes	X	X	X		X	
23	Yes	Yes	Yes	X		X		X	
24	Yes	Yes	Yes		X	X		X	

NOTES:

1. When family-type QTRS are jointly occupied by the members, neither member is authorized BAH or OHA, even though the dependents do not reside in the QTRS, unless the dependents are prevented by a military order from occupying QTRS.
2. When husband-wife members are stationed at the same or adjacent military INSTALLATIONS, each member is usually authorized BAH or OHA at the appropriate rate when family-type QTRS are not assigned, notwithstanding the availability of adequate single QTRS for either or both members.
3. Members are considered to be stationed at the same or adjacent bases or shore INSTALLATIONS when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.
4. When husband-wife members have no other dependents and are precluded by distance from living together, each is usually treated as a member without dependents for BAH or OHA. See Table U10E-1.
5. When husband-wife members, who are both authorized BAH or OHA at the same or adjacent military installation, are separated geographically by competent orders and one member remains assigned to the old duty station, that member ordinarily is authorized BAH or OHA continuation notwithstanding the availability of adequate single QTRS for assignment to either member.
6. RESERVED
7. Refer to par. U10202.
8. If either column in column D is blank, that member is not assigned to single-type GOV'T QTRS.
9. For purposes of this table, the members have agreed that member A is to receive BAH or OHA at the with-dependent rate. See par. U10202.
10. See Table U10E-1 for BAH or OHA authorization when a member is on field or sea duty.
11. When the dependents listed in column A, rules 9 through 12, are children from a prior marriage or illegitimate children of member A, the members may elect for member B to receive BAH or OHA for stepchildren IAW par. U10118-B, and for member A to receive without-dependent BAH or OHA rate when not occupying single QTRS.
12. When one member enters a non-pay status, the other member may claim the member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with-dependent rate for the duration of the non-pay status if otherwise authorized. For exception, see par. U10112.
13. Members must elect which one is to receive the with-dependent BAH or OHA rate. If they cannot agree as to the election, the senior member receives the with-dependent rate. ***Elections cannot be retroactive.***
14. When one or both dependents in columns A and B are dependent parents of the members, both members may not receive with-dependent BAH or OHA, if otherwise authorized. Also, when married members no longer share a common residence due to competent military orders, their authorization for increased allowances or to GOV'T-furnished QTRS should be determined separately, without regard to the general rule that all dependents of members are members of the same class for the purpose of determining housing allowance authorizations. Refer to pars. U10106 and U10206 for BAH or OHA for divorced or legally separated members.

PART 2: MIHA SECURITY LOCATIONS

Table I: Locations Currently Designated *As of 1 June 2012		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Argentina	1 Jun 1997	
Bahamas		
Nassau	1 May 1996	
All Other Locations in Country	16 Jan 2007	
Bahrain	1 Aug 2003	
Bangladesh	1 Dec 1998	
Barbados	16 Jul 2004	
Belgium		
Brussels	16 Oct 2010	
Florennes	16 Apr 2004	
SHAPE	1 May 2000	
Belize	16 Oct 1994	
Bolivia	16 May 2010	
Bosnia-Herzegovina	16 Jan 2007	
Brazil	18 Feb 1993	
Bulgaria	16 Jan 2007	
Cambodia		
Phnom Penh	16 Oct 1994	
Cameroon	16 May 2010	
Colombia	1 Sep 1990	
Costa Rica		
San Jose	1 Aug 2003	
Cote D'Ivoire (Formerly Ivory Coast)	16 Jan 2007	
Denmark		
Copenhagen	16 Oct 2010	
Dominican Republic		
Santo Domingo	18 Feb 1993	
All Other Locations in Country	1 Oct 1999	
*East Timor (See Timor Leste)		
Ecuador	1 Dec 1998	
Egypt	1 Mar 1994	
El Salvador		
San Salvador	1 Aug 2003	
Ethiopia	16 Jan 2007	
Fiji	1 Jul 2001	
France		
Marseille	16 Oct 2010	

Table I: Locations Currently Designated *As of 1 June 2012		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Paris	16 Oct 2010	
Georgia	16 May 2010	
Germany		
Berlin	16 Oct 2010	
Frankfurt	16 Oct 2010	
Hamburg	16 Oct 2010	
Munich	16 Oct 2010	
Ghana	16 Jan 2007	
Greece		
Athens	1 Sep 1990	
All Other Locations in Country	1 Jul 2001	
Guatemala	18 Feb 1993	
Guyana	16 May 2010	
Haiti		
Port-au-Prince	1 Apr 1995	
All Other Locations in Country	1 Oct 1999	
Honduras		
Tegucigalpa	1 Sep 1990	
All Other Locations in Country	1 Oct 1999	
*Hungary		
*Budapest	*1 Jun 2012	*2
India		
Chennai	16 May 2010	
Hyderabad	16 May 2010	
Kolkata	16 May 2010	
Mumbai	16 May 2010	
New Delhi	16 May 2010	
Indonesia	1 Oct 1999	
Israel		
Tel Aviv	14 Feb 1991	
All Other Locations in Country	16 Jul 2004	
Italy		
Milan	16 Oct 2010	
Naples	16 Oct 2010	
Rome	16 Oct 2010	
Jamaica		
Kingston	18 Feb 1993	
All Other Locations in Country	1 Oct 1999	
Jerusalem (East and West)	1 Sep 1990	

Table I: Locations Currently Designated *As of 1 June 2012		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Jordan	16 Dec 2001	
Kenya		
Nairobi	18 Feb 1993	
Kosovo	16 May 2010	
Kuwait	16 Jul 2004	
Kyrgyzstan	16 May 2010	
Latvia	16 Jan 2007	
Liberia	16 Oct 2010	
Malaysia	16 Oct 2010	
Mexico		
Cuidad Juarez	16 May 2010	
Matamoros	16 May 2010	
Merida	16 May 2010	
Mexico City	16 Oct 1994	
Nogales	16 May 2010	
Nuevo Laredo	16 May 2010	
Tijuana	16 May 2010	
All Other Locations in Country	16 Apr 2011	
Morocco	16 May 1998	
Nepal	1 Sep 1998	
Netherlands		
Amsterdam	16 Oct 2010	
The Hague	16 Oct 2010	
Nicaragua	16 Jan 2007	
Nigeria	16 May 2010	
Norway		
Oslo	16 Oct 2010	
Pakistan	1 Sep 1992	
Panama	16 May 2010	
Papua New Guinea		
Port Moresby	18 Feb 1993	
Paraguay		
Asuncion	1 Sep 1993	
All Other Locations in Country	1 Oct 1999	
Peru		
Lima	1 Sep 1990	
All Other Locations in Country	1 Jun 1997	
Philippines	1 Sep 1990	
Qatar	16 Oct 2010	

Table I: Locations Currently Designated *As of 1 June 2012		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Romania	16 Oct 2010	
Russia	1 Dec 1998	
*Saudi Arabia	*1 Jun 2012	*1
Senegal	16 May 2010	
Sierra Leone	16 May 2010	
South Africa	1 Feb 2000	
Spain		
Barcelona	16 Oct 2010	
Madrid	16 Oct 2010	
Sri Lanka	16 May 2010	
Sudan	16 Jan 2007	
Suriname	16 May 2010	
Sweden		
Stockholm	16 Oct 2010	
*Switzerland		
*Geneva	*1 June 2012	*1
Syria	16 May 2010	
Tanzania	16 Oct 2010	
Timor Leste (Formerly East Timor)	16 Aug 2000	
*Togo	*1 Jun 2012	*1
Trinidad and Tobago	16 Aug 1998	
Tunisia	16 Oct 2010	
Turkey	1 Sep 1990	
*Uganda	*1 Jun 2012	*1
Ukraine		
Kiev	1 May 1996	
United Arab Emirates		
Abu Dhabi	16 Oct 2010	
Dubai	16 Oct 2010	
United Kingdom		
London	16 Oct 2010	
Uruguay	16 May 1998	
Uzbekistan	16 May 2010	
Venezuela	6 Jan 2007	
Vietnam	1 Jul 2000	
Yemen	16 Apr 1997	
Zimbabwe	1 May 1996	

Footnotes

1 New location added to “Locations Currently Designated”

2 Reinstated as “Locations Currently Designated”

Table II: Locations <i>Previously</i> Designated		
<u>Location</u> <u>(Country and/or Country/City)</u>	<u>Date Established</u>	<u>Date Removed</u>
Angola	1 Mar 1993	16 Jan 2007
Armenia	16 Dec 2001	16 Jun 2010
Bolivia	1 Jul 2001	1 Aug 2003
China	1 Feb 2000	1 Aug 2003
Costa Rica		
San Jose	16 Apr 1997	1 Jul 2001
All Other Locations in Country	1 Oct 1999	1 Jul 2001
Croatia	1 Feb 2000	1 Aug 2003
Djibouti	16 Jul 2004	16 Jan 2007
France		
Paris	1 Feb 2000	16 Jul 2004
Hong Kong	1 Feb 2000	1 Aug 2003
Hungary	16 Jan 2007	16 Jun 2010
Ireland		
Dublin	16 May 2010	1 Nov 2010
Korea		
Seoul	1 Feb 2000	1 Aug 2003
Latvia	16 Dec 2001	1 Aug 2003
Malaysia		
Kuala Lumpur	1 Aug 2003	16 Jul 2004
Poland		
Warsaw	1 Apr 1995	16 Jun 2010
Romania	16 Jan 2007	16 Jun 2010
Rwanda	1 May 1996	1 Jul 2001
Singapore	1 Feb 2000	1 Jul 2001
Serbia and Montenegro	16 Jul 2004	16 Jan 2007
Slovakia	1 Feb 2000	16 Jul 2004
Syria	1 Oct 1998	16 Jul 2004
Venezuela	1 Apr 1997	16 Jul 2004

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