

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 308****1 AUGUST 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 August 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)

**FRANCINE BLACKMON**  
Deputy Assistant Secretary of the Air Force  
(Air Force Management Integration)

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

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

**SCOTT F. GIBERSON**  
RADM, USPHS  
Director, DCCPR

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

**MAP 74-11(E)/CAP 126-11(E) – Administrative HHG Allowances**. Implements JFTR/JTR APP W as the only regulatory authority for authorized administrative HHG weight allowances that is greater of 25% or 2,500 pounds or 4,500 net weight pounds (civilian employee) approved by the PDTATAC MAP/CAP. Existing administrative HHG weight standards in Agency/Service written issuances that are different than ‘the greater of 25% of the net weight allowance or 2,500 or 4,500 net weight pounds and that are not found in APP W are contrary to the JFTR/JTR and invalid. Affects pars. U5310-A7 and U5315; and APP W.

**MAP 79-12(E) -- Add Determination on POC Advantageous**. Add a JFTR par. on factors to use when determining if POC is more advantageous to the GOV'T. Affects par. U4912.

**MAP 80-12(E) -- Add 23<sup>rd</sup> Birthday for Full-time Student**. Adds that the with-dependent housing allowance for a member's whose sole dependent is a child does not stop until the child's 23<sup>rd</sup> birthday if the child is a full-time student to Table U10-A on when to stop housing allowances. It currently says to stop the with-dependent housing allowance at midnight on the day before the child's 21<sup>st</sup> birthday.

**MAP 82-12(E)/CAP 72-12(E) -- Commercial Box Lunch is Deductible Meal**. Clarifies that a box lunch from a GOV'T dining facility/mess is not a deductible meal, but a commercial box lunch purchased by the Government is a deductible meal. Affects par. U4167-A.

**MAP 83-12(E)/CAP 73-12(E) -- Consumables Allowances -- Department of State (DOS) and APP F Coordination**. Adds consumable allowance locations contained in the Department of State Standardized Regulations (DSSR) not already listed in APP F.

**MAP 87-12(I)/CAP 76-12(I) -- Business/First Class for Medical Reasons.** Clarifies that business/first class travel may be authorized/approved for medical and special needs for all types of travel, and not just personnel evacuations. The language was inadvertently rearranged during a rewrite. Affects par. U2110-K.

**MAP 89-12(I)/CAP 78-12(I) -- Definition of GOV'T QTRS, APP A.** Clarifies the definition of GOV'T QTRS in APP A to overcome what could be construed as a contradiction.

**MAP 90-12(I)/CAP 80-12(I) -- Reference Maintenance -- Ch 1-3.** Corrects the references and hyperlinks throughout JFTR/JTR Chs 1-3.

**MAP 91-12(I) -- Transportation in Personal Emergencies.** Refines language in par. U7205-C4b(3) to indicate 'Foreign' OCONUS location vice 'any' OCONUS location.

**MAP 92-12(I) -- Updates for Dependency Determination Tables.** Update the tables on Dependency Determinations. Affects Ch 10, Tables U10B-1 and U10B-2.

**MAP 94-12(I) -- MIHA Security Deletions.** Deletes Latvia, Malaysia, and Romania from those currently designated as MIHA security locations in APP N, effective 1 July 2012.

**MAP 96-12(I)/CAP 83-12(I) -- Change 1st Class to Business Class in APP H3B-C5b.** Corrects erroneous wording in APP H3B-C5b.

**MAP 101-12(I)/CAP 89-12(I) -- Add DFAS as an Acronym in APP A2.** Adds "DFAS" as an acronym in APP A, Part 2.

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

**CHANGE 308**

**1 AUGUST 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 C	308	303	303	303	303	303	302							
Part D	302	302	302	302	302	302	302							
Part E	302	302	302	302	302	302	302							
Part X	302	302	302	302	302	302	302							
Part Z	302	302	302	302	302	302	302							
<b>Chapter 2</b>														
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Part B	308	305	305	305	304									
Part C	304	304	304	304	304									
Part D	304	304	304	304	304									
Part E	304	304	304	304	304									
Part F	304	304	304	304	304									
Part G	304	304	304	304	304									
Part H	304	304	304	304	304									
Part I	306	306	306	304	304									
Part J	304	304	304	304	304									
Part K	304	304	304	304	304									
Part L	304	304	304	304	304									
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Part A2	308	304	304	304	304	304								
Part B	304	304	304	304	304	304								
Part C	304	304	304	304	304	304								
Part D	304	304	304	304	304	304								
Part E	304	304	304	304	304	304								
Part F	305	305	305	305	305	304								
Part G	305	305	305	305	305	304								
Part H	305	305	305	305	305	304								
Part I	304	304	304	304	304	304								

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Part C	305	305	305	305	304	302	302	299	299	299	297	297	294	294
Part D	305	305	305	305	304	295	295	295	295	295	295	295	295	295
Part E	302	302	302	302	302	302	302	265	265	265	265	265	265	265
Part F	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part G	305	305	305	305	299	299	299	299	299	299	298	289	289	289
Part H	305	305	305	305	300	300	300	300	300	294	294	294	294	294
Part I	302	302	302	302	302	302	302	299	299	299	298	292	292	292
Part K	308	304	304	304	304									
<b>Chapter 5</b>														
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Part B1	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part B2	303	303	303	303	303	303	299	299	299	299	296	296	296	291
Part B3	303	303	303	303	303	303	299	299	299	299	296	296	296	291
Part B4	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part B5	277	277	277	277	277	277	277	277	277	277	277	277	277	277
Part B6	299	299	299	299	299	299	299	299	299	299	267	267	267	267
Part B7	300	300	300	300	300	300	300	300	300	270	270	270	270	270
Part B8	299	299	299	299	299	299	299	299	299	299	294	294	294	294
Part B9	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C1	288	288	288	288	288	288	288	288	288	288	288	288	288	288
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Part C3	303	303	303	303	303	303	299	299	299	299	296	296	296	291
Part C4	300	300	300	300	300	300	300	300	300	299	298	289	289	289
Part C5	299	299	299	299	299	299	299	299	299	299	266	266	266	266
Part C6	307	307	302	302	302	302	302	300	300	299	294	294	294	294
Part C7	299	299	299	299	299	299	299	299	299	299	294	294	294	294
Part D1	308	294	294	294	294	294	294	294	294	294	294	294	294	294
Part D2	305	305	305	305	300	300	300	300	300	286	286	286	286	286
Part D3	300	300	300	300	300	300	300	300	300	290	290	290	290	290
Part D4	300	300	300	300	300	300	300	300	300	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	300	289	289	289	289	289
Part D7	307	307	283	283	283	283	283	283	283	283	283	283	283	283
Part D8	300	300	300	300	300	300	300	300	300	263	263	263	263	263
Part D9	300	300	300	300	300	300	300	300	300	293	293	293	293	293
Part D10	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part D11	300	300	300	300	300	300	300	300	300	298	298	286	286	286
Part D12	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part E1	303	303	303	303	303	303	300	300	300	296	296	296	296	291
Part E2	300	300	300	300	300	300	300	300	300	278	278	278	278	278
Part F	305	305	305	305	283	283	283	283	283	283	283	283	283	283
Part G1	307	307	300	300	300	300	300	300	300	281	281	281	281	281
Part G2	302	302	302	302	302	302	302	300	300	291	291	291	291	291
Part G3	302	302	302	302	302	302	302	300	300	291	291	291	291	291
Part H	302	302	302	302	302	302	302	301	300	299	297	297	288	288
Part I	300	300	300	300	300	300	300	300	300	286	286	286	286	286

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Part J	300	300	300	300	300	300	300	300	300	297	297	297	285	285
Part R	300	300	300	300	300	300	300	300	300	263	263	263	263	263
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Part A2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	301	301	301	301	301	301	301	301	299	299	297	297	292	292
Part A4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	301	301	301	301	301	301	301	301	286	286	286	286	286	286
Part B1	307	307	301	301	301	301	301	301	293	293	293	293	293	293
Part B2	307	307	265	265	265	265	265	265	265	265	265	265	265	265
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
Part B6	301	301	301	301	301	301	301	301	266	266	266	266	266	266
<b>Chapter 7</b>														
TOC	300	300	300	300	300	300	300	300	300	294	294	294	294	294
Part A	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part B	306	306	306	301	301	301	301	301	283	283	283	283	283	283
Part C	306	306	306	286	286	286	286	286	286	286	286	286	286	286
Part D	306	306	306	282	282	282	282	282	282	282	282	282	282	282
Part E	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F1	306	306	306	283	283	283	283	283	283	283	283	283	283	283
Part F2	302	302	302	302	302	302	302	301	283	283	283	283	283	283
Part F3	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part G	306	306	306	302	302	302	302	301	299	299	292	292	292	292
Part H1	308	307	306	303	303	303	302	301	300	296	296	296	296	294
Part H2	301	301	301	301	301	301	301	301	288	288	288	288	288	288
Part I	306	306	306	301	301	301	301	301	286	286	286	286	286	286
Part J	306	306	306	301	301	301	301	301	300	294	294	294	294	294
Part K	301	301	301	301	301	301	301	301	282	282	282	282	282	282
Part L	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part M	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part N	306	306	306	288	288	288	288	288	288	288	288	288	288	288
Part O	306	306	306	289	289	289	289	289	289	289	289	289	289	289
Part P	306	306	306	301	301	301	301	301	290	290	290	290	290	290
Part Q	306	306	306	301	301	301	301	301	294	294	294	294	294	294
Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part S	306	306	306	293	293	293	293	293	293	293	293	293	293	293
Part T	306	306	306	301	301	301	301	301	294	294	294	294	294	294
Part U	306	306	306	305	301	301	301	301	294	294	294	294	294	294
Part V	301	301	301	301	301	301	301	301	298	298	298	288	288	288
Part W	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part X	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part Y	306	306	306	301	301	301	301	301	292	292	292	292	292	292
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Part A	302	302	302	302	302	302	302	290	290	290	290	290	290	290
Part B	302	302	302	302	302	302	302	280	280	280	280	280	280	280
Part C1	302	302	302	302	302	302	302	300	300	299	297	297	286	286
Part C2	302	302	302	302	302	302	302	301	264	264	264	264	264	264
Part C3	302	302	302	302	302	302	302	264	264	264	264	264	264	264
Part C4	302	302	302	302	302	302	302	293	293	293	293	293	293	293
Part C5	302	302	302	302	302	302	302	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	302	299	299	299	297	297	294	294
Part D	302	302	302	302	302	302	302	290	290	290	290	290	290	290
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Part B	308	302	302	302	302	302	302	299	299	299	284	284	284	284
Part C	307	307	300	300	300	300	300	300	300	290	290	290	290	290
Part D	302	302	302	302	302	302	302	301	293	293	293	293	293	293
Part E1	302	302	302	302	302	302	302	293	293	293	293	293	293	293
Part E2	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E5	302	302	302	302	302	302	302	263	263	263	263	263	263	263
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	302	302	302	302	302	302	302	291	291	291	291	291	291	291
Part E9	305	305	305	305	284	284	284	284	284	284	284	284	284	284
Part E10	303	303	303	303	303	303	303	299	299	299	275	275	275	275
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Part E12	291	291	291	291	291	291	291	291	291	291	291	291	291	291
Part E13	302	302	302	302	302	302	302	288	288	288	288	288	288	288
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Part 2	303	303	303	303	303	303	275	275	275	275	275	275	275	275
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Part 2A	306	306	306	286	286	286	286	286	286	286	286	286	286	286
Part 2B	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2C	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3A	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part 3B	308	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 4A	305	305	305	305	286	286	286	286	286	286	286	286	286	286
Part 4B	304	304	304	304	304	286	286	286	286	286	286	286	286	286
Part 4C	304	304	304	304	304									
Part 5A	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part 5B	289	289	289	289	289	289	289	289	289	289	289	289	289	289

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Part 1	300	300	300	300	300	300	300	300	300	300	269	269	269	269
Part 2	300	300	300	300	300	300	300	300	300	300	269	269	269	269
Part 3	300	300	300	300	300	300	300	300	300	300	292	292	292	292
<b>Appendix K</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	292	292	292	292	292	292	292	292	292	292	292	292	292	292
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
Part 4	266	266	266	266	266	266	266	266	266	266	266	266	266	266
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TOC	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part 1	303	303	303	303	303	303	275	275	275	275	275	275	275	275
Part 2	308	307	294	294	294	294	294	294	294	294	294	294	294	294
<b>Appendix O</b>														
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APP O	305	305	305	305	303	303	302	301	300	297	297	297	295	295
<b>Appendix P</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 2	302	302	302	302	302	302	302	292	292	292	292	292	292	292
<b>Appendix Q</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	303	303	303	303	303	303	303	301	301	300	299	298	295	295
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	300	300	300	300	300	300	300	300	300	300	286	286	286	286
Part 4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
<b>Appendix R</b>														
TOC	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 2	303	303	303	303	303	303	292	292	292	292	292	292	292	292
<b>Appendix S</b>														
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## PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

### U1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.
2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

B. Eligibility. See [DoDI 1342.25](#), dated 30 October 1996 "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);" concerning eligibility for reimbursement for official travel at.

C. Funding and Orders. DDESS funds and issues necessary orders.

### U1205 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. [Title 5 USC, Chapter 45, Subchapter 1](#) provides authority for a Gain-Sharing Program for a civilian employee, but there is no authority for such a program for a uniformed member. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR/JTR for a uniformed member or a DoD civilian employee.

### U1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

A. Policy. GOV'T policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging.

B. GOV'T Responsibility. Each Service/DoD Component must ensure that not less than 90% of all official travelers who use commercial lodgings in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved public accommodations.

C. GOV'T Requirements. Lodgings that meet GOV'T requirements are listed on the [U.S. Fire Administration's Internet site](#).

D. Service/Agency Compliance. Services/agencies are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (TMS) (see APP A definition) whenever possible ([5 USC §5707a](#)).

### U1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. Registered and/or trusted traveler programs (i.e., Fly Clear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.

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

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

### U1220 RECRUITER-RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
  2. At an armed forces military entrance processing facility; or
  3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ( $\$135 - \$25 = \$110$ ) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ( $\$320 - \$25 = \$295$  but NTE \$200).
- D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.
- E. Recruiter Itinerary Stop Parking. See JFTR, par. U7030 for reimbursement for recruiter itinerary stop parking.

### U1225 FOREIGN MILITARY TRAVEL

- A. Authority. The JFTR is not the authority for payments for foreign military and an ITA is not used to support payments.
- B. Defense Personnel of Developing Countries (10 USC §1051). See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Chapter 10.
- C. Liaison Officers (10 USC §1051a). See [DoDFMR, Volume 12, Chapter 18](#).
- D. Foreign Students at Service Academies. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Chapter 10.
- E. Foreign Military Sales Related Travel of Foreign Personnel. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM).

### U1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

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

### \*U1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CHAPTER 4

- \*A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Chapter 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JFTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.

C. Duplicate Reimbursement. *A member may not receive an allowance under the DIA regulations and an allowance prescribed in the JFTR for the same purpose. The member is financially responsible for all returning any duplicate travel and transportation allowances received.*

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. Therefore, trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be authorized under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***

2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses ICW training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG, and
9. POV Transportation.

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

#### **U1240 CHAPLAIN-LED PROGRAMS**

A. Authority. [10 USC §1789](#) authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in [10 USC §10141](#), and the member's immediate family, in building and maintaining a strong family structure.

B. Official Authorization/ITA. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an official capacity as outlined in APP E, Part 1 are sent using an official TDY order or an ITA, as appropriate. For all others, the JFTR is not the authority for payments ICW attendance at these programs and the payments are not travel and transportation allowances.

C. Unofficial Attendance. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs. The travel-directing/ sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

**U1245 PAY AND ALLOWANCES CONTINUATION PROGRAM**

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

**U1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION**

*Effective 1 January 2009 through 31 December 2012*

Sec 533 of FY09 NDAA ([P.L. 110-417](#)) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2015.

## PART B: TRAVEL POLICY

### U2100 GENERAL

JFTR applies to each traveler whose travel and transportation allowances are governed by the JFTR.

### U2105 ECONOMY CLASS ACCOMMODATIONS

A Traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in JFTR, par. U3500, U3600, or U3650.

### U2110 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS (FIRST AND BUSINESS)

A. Definition. See APP A, Part 1 for definitions of PREMIUM, FIRST, and BUSINESS CLASS accommodations.

B. Authority. See U3510-A, U3510-B, or U3620 for GOV'T funded 'other than economy/coach' accommodations authority.

C. First Class Decision Support Tool. See APP H, Part 2C, for a first class decision support tool.

D. Business Class Decision Support Tool. See APP H, Part 3B for a business class decision support tool.

E. Travel Order

1. The travel order MUST include the cost difference shown in APP H, Part 2A ('Other than economy/coach' Accommodations Reporting Data Elements and Procedures) items 13 and 14, and the information in items 16 and 17.

2. **Example:** Business/First class travel is justified and authorized/approved based on par. U3520. The cost difference between the business and coach class fare is \$765. The authorization could state something similar to "LtGen. Jones, HQ USA/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office."

F. Advance Authority. Requests for 'other than economy/coach' accommodations must be made and authorized in advance of travel unless extenuating/emergency circumstances make advance authorization impossible.

G. Extenuating/Emergency Circumstances

1. If extenuating/emergency circumstances prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion.

2. A travel order authorizing 'other than economy/coach' accommodations due to extenuating/emergency circumstances must:

a. Clearly explain the circumstances by providing background and justification to enable upgrade rationale audit;

b. Include the cost difference between 'other than economy/coach' and economy/coach class fares;

c. Include the authority and authorization source (memo/letter/message/etc.);

d. Include the date and position identity of the signatory for 'other than economy/coach'; and

e. Annotate appropriate GOV'T transportation documents with the same information.

H. 'Other than Economy/Coach' Accommodations Not Approved. If 'other than economy/coach' accommodations are not approved after the fact, the traveler is responsible for the cost difference between the 'other than economy/coach' transportation used and the cost of the transportation class for which the traveler was eligible.

I. Authorizing/Approving Official. Only a person senior to the traveler may authorize/approve 'other than economy/coach' accommodations for the traveler ( [DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005](#)). See par. U3510.

J. Medical and Special Needs

1. See APP A, Part 1 for SPECIAL NEEDS definition.

2. 'Other than economy/coach' accommodations may be authorized/approved by the 'other than economy/coach' AO due to medical/special needs reasons only if a competent medical authority certifies that a disability/special need exists and, in the case of a medical need, the medical condition necessitates (for a specific time period or on a permanent basis) the accommodations upgrade. Competent medical authority must certify a disability/special need, in writing, every six months. If the disability/special need is a lifelong condition, a certification statement is required every two years.

3. The 'other than economy/coach' AO must be able to determine that, at the time of travel, 'other than economy/coach' accommodations are/were necessary because the traveler is/was so disabled/limited by special needs that other lower cost economy accommodations (e.g., 'bulkhead' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.

4. An attendant authorized transportation under par. U7250-B or par. U7251-B may be authorized/approved 'other than economy/coach' accommodations only when the attended traveler is authorized 'other than economy/coach' accommodations use and requires attendant services en route.

5. Authority for a family member to use 'other than economy/coach' accommodations due to a disability or special need does not authorize the entire family to use 'other than economy/coach' accommodations. 'Other than economy/coach' authority is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.

\*K. 'Other than Economy/Coach' Accommodations Not Authorized. Unless authorized/approved for medical reasons/physical handicap in par. U2110-J, 'other than economy/coach' accommodations use is not authorized during:

1. PCS;

2. Emergency leave;

3. R&R;

4. FEMLE;

\*5. Personnel evacuations; or

6. COT leave.

**U2115 UNUSUAL ROUTE JUSTIFICATION**

Travel other than by a usually traveled route must be justified for any excess cost to be GOV'T funded.

## U2120 PERSONAL CONVENIENCE TRAVEL

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

## U2125 TRAVELER FINANCIAL RESPONSIBILITY

The traveler is personally financially responsible for any expense accrued by not complying with the JFTR.

## U2130 LEAVE

Personnel directives dictate if/how leave is charged for workday time not justified as official travel.

## U2135 SUBSTANDARD ACCOMMODATIONS

A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler's or Service's needs require use of these accommodations. Involuntary acceptance of sub-standard accommodations is not required.

## U2140 U.S. CERTIFICATED TRANSPORTATION REIMBURSEMENT RESTRICTION

A traveler generally may not be reimbursed for travel on non U.S. certificated transportation modes if U.S. certificated transportation is available for the transportation mode. For exceptions, see the specific transportation mode.

## U2145 DEPENDENT TRANSPORTATION SEATING

Each dependent traveling at GOV'T expense is allowed a seat.

## U2150 SERVICE RESPONSIBILITY

Each Service/DoD COMPONENT must:

1. Only authorize/approve travel necessary to accomplish the GOV'T's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the GOV'T's needs is authorized.

## U2155 AIRPORT SELECTION

### A. Multiple Airports

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

B. Servicing Airport

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

**U2160 TDY CANCELED OR CHANGED**

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

**U2165 TDY TRAVEL INVOLVING NON PDS LOCATION**

A. General. A traveler on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used, NTE the constructed transportation cost between the traveler's PDS and TDY location.

B. Limitations. When TDY travel is to/from a *non PDS* location:

1. The traveler is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non capacity controlled city pair airfare, if available (not the capacity controlled city pair, if both airfares are available).

C. Travel Order Received while on Leave. See par. U4105-F for TDY travel/transportation allowances when a TDY order is received while a traveler is on official leave.

## PART A: GENERAL

### SECTION 1: POLICY AND RULES

#### U3000 SCOPE

A. General. This Chapter applies to worldwide TDY and PCS travel by any transportation mode. It prescribes rules for accommodations a GOV'T funded traveler may use on a specific transportation mode, U.S.-certificated carrier use, travel agency use, transportation expense reimbursement, travel in and around the TDY/PDS, and baggage transportation authority.

B. CTO Use. It is MANDATORY that a traveler:

1. Uses an available contracted CTO (DTMO-contracted for DoD Services), or a GSA contracted TMC (when a contracted CTO is not available) for all official transportation requirements, or
2. Must contact the responsible Agency/Service designated official if there is not an available contracted CTO for the official travel. DoD travelers contact DTMO.

#### U3005 TRAVEL/TRANSPORTATION POLICY

A. General. The least expensive, unrestricted economy/coach accommodation is the standard for all passenger transportation modes.

B. Travel Prudence/Stewardship of GOV'T Funds. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business at personal expense.*

C. GSA City Pair Program/Airfares. See APP P. Contract city-pair program regulations are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2.

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

E. Usual Routing. Transportation professionals are typically aware of the 'usual routing' by which travelers are routed between locations.

1. The AO must justify travel other than by a usually traveled route.
2. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
3. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons.
4. Official travel locations must be identified and, if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.
5. Examples

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

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

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

G. **Accommodations**

1. **Common Carrier Accommodations.** Common carrier accommodations ICW official travel, are in Ch 3, Parts F, G, and H.

2. **Medical Reasons.** See par. U2110-J for medical reasons/justification for 'other than economy/coach' accommodations

3. **Physical Characteristics.** AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom).

4. **Special Needs.** See APP A for SPECIAL NEEDS definition.

5. **Less than Minimum Standards.** A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler/Service needs require use of these accommodations.

H. **Non-U.S.-certificated Carrier Reimbursement.** A traveler may not be reimbursed for travel at personal expense on a non-U.S.-certificated aircraft/ship, except as in par. pars. U3525 and U3665.

I. **Dependent Seating.** Each dependent, traveling at GOV'T expense, is authorized a seat.

J. **Interlining**

1. **General.** When interlining (automatic baggage transfer between airlines) is unavailable the traveler must go to the baggage area, pick up the luggage, go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

2. **Interlining Unavailable.** If a traveler must change airlines to get to a destination, and one/both airlines do not interline baggage, the traveler is not required to use that airline even if it is less expensive.

3. **Restrictions.** This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.

**U3015 COMMON CARRIER TRANSPORTATION PROCUREMENT**

\*A. **Passenger Movement.** See [DTR 4500.9-R, Part I - Passenger Movement](#).

B. **City-Pair Program.** See APP P for policy and FAQs regarding the City-Pair Program.

## U3020 UNUSED GOV'T-PROCURED TRANSPORTATION

### A. General

1. A traveler who returns unused GOV'T procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.
2. When a traveler knows transportation and/or accommodations reservations will not be used, the traveler must cancel the reservations within the specified time limit.
3. When the transportation furnished is different/less value than authorized on the ticket, or when a journey is terminated short of the specified destination, the traveler must report the facts to the servicing transportation office.
4. All adjustments ICW official transportation must be promptly processed to prevent loss to the GOV'T.
5. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, airfare adjustment notices, etc., and information relating to the unused transportation must be turned into the local CTO/TMC.
6. Failure to follow these procedures may subject the traveler to liability for any resulting losses.
7. See pars. U2715 and U2720 for lost/stolen/unused ticket/GTR reimbursement.

### B. GOV'T Cost Involved. When GOV'T cost is involved, the cost for:

1. Sleeping/parlor car accommodations furnished and used, and/or
2. Shipping UB on tickets without the passenger,

must be deducted from the amount otherwise payable to the traveler.

## U3025 TRAVEL TIME

### A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by:

1. GOV'T conveyance (except GOV'T automobile), and/or
2. Common carrier obtained by *GOV'T-procured transportation*

is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. U3025-C.

### B. Travel by other than Authorized Mode. A traveler who elects to travel by other than the authorized transportation mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

### C. POC

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

- a. POC, if to the GOV'T's advantage, and

- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. GOV'T conveyance (vehicle).

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

3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the GOV'T's advantage, travel time is limited to that authorized in par. U3025 for the authorized commercial transportation for the official ordered travel distance.

4. Driving Distance per Day. There is no mandatory distance that must be driven per day.

D. Travel by Aero Club. When a travel order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, NTE the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3025-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3025-C for commercial transportation for the official distance of the ordered travel.

F. Special Conveyance Travel. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3025-C.***

**U3030 SCHEDULING TRAVEL**

A. General. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission.

B. Factors. Consideration should be given to all of the following:

- 1. Duty hours;
- 2. Duty requirements;
- 3. Lodging availability at origin, destination or intermediate stops;
- 4. The need for onward transportation;
- 5. The traveler's comfort and well being;
- 6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
- 7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

8. Scheduling travel for a departure to enable an en route rest stop or an overnight rest period at the destination.
9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange economy/coach accommodations; and
10. Carefully reviewing requests for first and business-class to determine if mission needs may allow for a change in travel dates to support a lower class accommodation.

C. **Early Departure.** When a traveler departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the traveler should be prepared to provide a brief statement of the reason for departing earlier than scheduled, if such a statement is required by financial regulations.

### **U3035 SEPARATE JOURNEYS**

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

1. PDS,
2. TDY station,
3. Passenger POE,
4. Passenger POD,
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. A designated place,
10. A COT leave location,
11. Safe haven location,
12. POV loading port/VPC,
12. POV unloading port/VPC
13. POV storage facility, and
14. PLEAD.

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## PART A: GENERAL

### SECTION 2: TRANSPORTATION REIMBURSEMENT

#### U3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

#### U3045 PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Services travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
- \*5. Par. U1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. U3045-D, U3045-E, U3045-F, U3045-G, and U3045-H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part K when the transportation is partly by POC.
4. If a traveler uses GOV'T-procured transportation for part of a journey (see par. U3035), the limits in pars. U3045-D and U3045-E must be reduced by its cost.
5. This policy does not apply to pars. U5108-A, U7200-F1a, U7205-A, U7206, U7400, U7450-A, U7451, U7500, U7551-D3, and U7551-D3D4.

C. Transaction Fee

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

D. GOV'T/GOV'T-contracted Transportation/'In House' or CTO/TMC Is Available

1. General. When GOV'T/GOV'T-contracted transportation/'in house' or CTO (APP A) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel authorization/order, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points.
2. Constructed Cost Basis. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. Otherwise, the POLICY CONSTRUCTED airfare (APP A definition) is used.
3. Constructed Cost Limitations
  - a. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY CONSTRUCTED airfare (with the par. U3520-A6 exception).
  - b. Example: There is often no city-pair airfare connecting origin and destination. Several policy airfares (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.
  - c. YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

E. GOV'T/GOV'T Contracted Transportation/'In House' or CTO/TMC Is Not Available

1. When GOV'T/GOV'T contracted transportation/'in house' or CTO service is not available and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the POLICY CONSTRUCTED commercial transportation cost between authorized points.
2. CTO service not being available should be an *extremely rare occurrence*.
3. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.

F. Transoceanic Travel - GOV'T/GOV'T-Procured Transportation Is Available

1. When GOV'T/GOV'T-procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV'T/ GOV'T-procured transportation. See par. U5108-A for PCS transoceanic travel.
2. If both GOV'T and GOV'T-procured transportation are available, the lower priced mode is the maximum

reimbursement measure.

3. When GOV'T/GOV'T-procured transportation is **not available**, reimbursement is authorized for the transportation cost NTE the POLICY CONSTRUCTED airfare available over the direct route between the origin and destination.

4. See par. U3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV'T's advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)). See par. U3665 for non-U.S.-certificated ferries.

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

**U3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, §301-10, Subpart E](#))**

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)).

2. The TO determines the applicable transportation mode for constructed cost purposes.

3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T-procured Air Transportation Available

1. When GOV'T/GOV'T-procured air transportation use is required under pars. U3500-O, U3530, U3530-B, and U3530-C, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T-procured air transportation.

2. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available.

3. If a city-pair airfare is not available between the origin and destination, the constructed cost is limited by the POLICY CONSTRUCTED airfare (APP A definition) (with the exception noted in par. U3520-A6).

4. Non-capacity controlled city-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

5. GOV'T/GOV'T-procured air transportation is not available when:

a. An AO determines that GOV'T and/or GOV'T-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

b. GOV'T and/or GOV'T-procured air transportation use would involve circuitous travel or undue inconvenience; or

c. Travel via aircraft is medically inadvisable.

6. The lower-priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T-procured transportation are both available.

7. If only GOV'T-procured transportation is available, its cost is the reimbursement limit.

**C. GOV'T/GOV'T-procured Air Transportation Not Available**

1. When GOV'T/GOV'T-procured air transportation is not available, or GOV'T air transportation is not available, reimbursement for transportation used must not exceed the POLICY CONSTRUCTED airfare (APP A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.

2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

**D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships**

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated/registry carrier (or ship) service is used.

2. If U.S.-certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non-U.S.-certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated/registry carrier or ship is *not payable* ([FTR §301-10.143](#)).

**E. Computation**

1. Except as prohibited in pars. U3525 and U3660, reimbursement for travel by other than that authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. The traveler is paid whichever (actual or constructed) is less.

2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.

3. Constructed reimbursement for taxicab fares, plus tip or public transit system fares, must not exceed the amount that would have been incurred by the authorized transportation mode.

4. Per diem is limited to the amount that would have been paid for travel by the authorized transportation mode.

5. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

**F. Dependent Travel Limited to the GOV'T-offered Air Transportation Cost.** Dependent travel reimbursement is subject to the travel authorization/order limitations. See par. U3500-O.

## 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. Par. U4510 permits reimbursement 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.

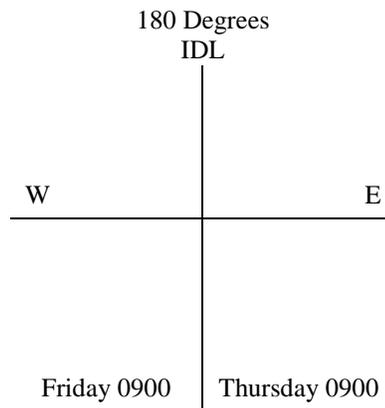
Pay the departure TDY day to the PDS - \$45.75 ( $\$61 \times 75\% = \$45.75$ ).

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:

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

<b>Example 2</b>			
<b>TDY Travel Involving IDL without a ‘Lost’ Day</b>			
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.			
<b>A GOV’T dining facility/mess is not available at the TDY point. AEA is not authorized.</b>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

**U4125 PER DIEM UNDER THE ‘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.*

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

<b>Example 2</b>			
<b><i>NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.</i></b>			
A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.			
<b>Per Diem Rates</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for GOV'T QTRS for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b>			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax ( <b><i>NOTE</i></b> )	
<b>Second and Third Day</b>			
(Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax ( <b><i>NOTE</i></b> )	
<b>Day of Return to Location C</b>			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

**U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY 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 is not a deductible meal:

- \*1. Box/'bagged' meal from a GOV'T dining facility/mess, (which includes such things as C Rations, K Rations, MREs) - except when the GOV'T dining facility/mess box/'bagged' meal is 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 meal,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meal paid for by the member and consumed in a GOV'T dining facility/mess,
5. Meal furnished on commercial aircraft,
6. Meal provided by private individuals, or
7. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal 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

<b>Example 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
<p>A traveler is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U4915). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&amp;IE.</p> <p>The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12-hour rule does not apply because the TDY period is over 12 hours.</p> <p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i></p>					
<b>ITINERARY</b>					
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Per Diem Rate</b>	<b>Lodging Cost</b>	<b>POC Distance</b>
10 May	Residence	1st Stopover	\$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 <sup>nd</sup> Stopover M&IE		50 miles
<b>REIMBURSEMENT</b>					
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
<b>Total Reimbursement</b>					<b>\$982.65</b>

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 17<sup>th</sup> 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>
<b>Total Reimbursement</b>		<b>\$517.85</b>

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

<b>Example 3</b>				
<b>PER DIEM RATE – AOR TRAVEL COMPUTATION</b>				
<b>A MEMBER IS TDY IN AN AOR</b>				
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.			
<b>PER DIEM COMPUTATION:</b>				
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
<b>REIMBURSEMENT</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>MEMBER REIMBURSEMENT</b>				<b>\$317.75</b>

**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>			
<b>Per Diem and POC TDY Mileage Computation</b>			
A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$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>
<b>Actual Cost Total</b>			<b>\$1,655.50</b>
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) $\times$ $\$0.555/\text{mile} =$	\$ 360.75
<b>Constructed Cost Total</b>		<b>\$1,493.75</b>

2. **Example 2**

<b><u>Example 2</u></b>			
<b>Per Diem, Discount GMR and POC TDY Mileage Computation</b>			
<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><b><i>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147-A). The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.</i></b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$9.90 + \$5 \text{ (IE)} =$		\$ 20.90
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	<b><i>Per diem is not payable at the PDS (par. U4102-D)</i></b>		<b>\$ 0.00</b>
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 $\times$ $\$0.555/\text{mile} =$			<u>\$410.70</u>
<b>Actual Cost Total</b>			<b>\$623.40</b>
<b>Constructed Cost</b>			
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) $\times$ $\$0.555/\text{mile} =$			<u>\$205.35</u>
<b>Constructed Cost Total</b>			<b>\$405.75</b>

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

*A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized transportation expense reimbursement.* The member is authorized only per diem-related expenses based on the TDY location per diem rate and any 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:

<b><u>CONUS Locations</u></b>	<b><u>Non-Foreign OCONUS Locations</u></b>	<b><u>Foreign OCONUS Locations</u></b>
<p><b>General Services Administration</b> 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 <a href="mailto:jill.denning@gsa.gov">jill.denning@gsa.gov</a></p>	<p><b>Defense Travel Management Office</b> ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301</p>	<p><b>Department of State</b> Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103</p>

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

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

**U4183 QUICK REFERENCE TABLES - PER DIEM**

*The following tables are for reference purposes only.* Ch 4, Part B for applicable rules. Pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem TDY Travel of More Than 12 Hours						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS - GOV'T QTRS are occupied.	Arrived at the TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available directed GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived at the TDY location on the same day as departed from the PDS (per diem at a lesser amount than the TDY locality rate prescribed authorized under par. U4105-1 or U4177.)
<b>Per Diem for the Departure Day from the PDS</b> <sup>5/</sup>	75% of the M&IE rate for the TDY locality <sup>1/</sup> , plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>2/, 4/</sup>	75% of TDY locality M&IE rate <sup>1/</sup> , plus the GOV'T QTRS cost <sup>11/</sup> .	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the cost of lodging occupied NTE the available GOV'T QTRS cost <sup>11/</sup> . No lodging tax reimbursement.	75% of the M&IE rate for the next destination (TDY/stopover point) locality <sup>1/</sup> 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. <sup>2/, 4/</sup>	75 % of the TDY locality M&IE rate <sup>1/</sup> , plus lodging <sup>2/, 4/</sup> cost NTE the TDY locality maximum lodging ceiling.
<b>Footnotes After Table 4</b>						

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.
<b>Per Diem for Whole Travel Days</b> <sup>5/</sup>	TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>2/6/</sup>	M&IE, plus the GOV'T QTRS cost. <sup>11/</sup> 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. <sup>1/6/</sup>	The CONUS TDY locality M&IE, plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> (unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided <sup>6/</sup> – par. U4165)	M&IE, plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5 IE, (3) PMR <sup>6/,9/,10/</sup> 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 <sup>11/</sup> . Lodging tax is not reimbursable M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5 IE, (3) PMR <sup>6/,9/,10/</sup> 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. <sup>7/</sup>
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.
<b>Per Diem for Whole Travel Days<sup>5/</sup></b>	The OCONUS TDY locality M&IE <sup>3/</sup> rate (unless the AO specifies the PMR for deductible meals) plus the lodging cost <sup>4/</sup> NTE the TDY locality lodging ceiling.	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . (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. <sup>1/6/</sup> )	The OCONUS TDY locality M&IE <sup>3/</sup> rate plus the lodging cost <sup>4/</sup> NTE the TDY locality maximum lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the M&IE is PMR <sup>6/,9/,10/</sup> plus locality or \$3.50 IE <sup>6/</sup> – 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 <sup>8/</sup> , (3) PMR <sup>6/,9/,10/</sup> , or (4) no meal amount when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE <sup>3/</sup> . Pars. U4102-L, U4105-D & U4800 for field duty.	M&IE plus the lodging cost NTE the GOV'T QTRS cost <sup>4/11/</sup> . M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/,9/,10/</sup> , or (4) no meal amount when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE <sup>3/</sup> .	Per diem at the rate authorized under par. U4105-I or U4177. <sup>7/</sup>
<b>Footnotes After Table 4</b>						

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.
<b>Per Diem for the Return Day to the PDS</b> <sup>5/</sup>	75% of last TDY locality M&IE rate. <sup>1/</sup>	For the departure day from the TDY location, the TDY locality M&IE rate. For the arrival day at the PDS, 75% of the TDY locality M&IE rate. <sup>1/</sup>	For the departure day from the TDY location, M&IE, plus lodging <sup>2/, 4/</sup> 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. <sup>1/</sup>

**Footnotes**

<sup>1</sup> 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.**

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> (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.

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

<sup>7</sup> 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.

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> The PMR applies if the AO specifies the PMR for deductible meals. See par. U4165.

<sup>11</sup> Reimbursement for GOV'T QTRS cost is NTE the maximum locality lodging ceiling.

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## PART K: POC TRAVEL

### U4910 TDY BY POC

A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and to the GOV'T's advantage, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is to the GOV'T's advantage when compared to travel by GOV'T conveyance or commercial carrier, and not solely for member's convenience. POC use may be to the GOV'T's advantage when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. There is no practicable commercial transportation; or
3. Common carrier use would be so time-consuming that it would delay the mission.

*POC use cannot be directed.*

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Ch 5, Parts B and C.

### \*U4912 GOV'T ADVANTAGE DETERMINATION

#### \*A. General

- \*1. POC use is authorized when to the GOV'T's advantage.
- \*2. POC use is to the GOV'T's advantage when the AO determines that common carrier, GOV'T contract rental automobile, or GOV'T-furnished transportation is not available or its use is not to the GOV'T's advantage.
- \*3. POC use authority (see APP A) is ordinarily made in advance of travel.

\*B. Considerations. Only the following elements may be considered when determining if POC use is to the GOV'T's advantage:

- \*1. Mission requirements including transportation of baggage, tools, or equipment;
- \*2. Availability of other transportation and the effect on productive time;
- \*3. Duty locality in relation to traffic conditions, routing, and weather;
- \*4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
- \*5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC; and
- \*6. The productive time lost for the additional travel time.

\*Example: The purpose of a TDY is to pack up and move material/files/etc., from the TDY location to the PDS. To accomplish this, the traveler must drive to move the material. It does not matter if the plane ticket is less expensive than driving since the purpose of the trip is to move the material. To accomplish the mission the traveler must drive and POC is therefore advantageous.

**U4915 POC USE ON TDY TO THE GOV'T'S ADVANTAGE**

A. TDY Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for POC travel over the most direct route between the official stations involved. The member also is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid TDY mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized TDY mileage for the ordered official travel distance at a rate per mile for the POC type used. See par. U2600 for applicable TDY mileage rates.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized TDY mileage. The passenger is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable official travel time computed under par. U3005-C.

3. Extra Mileage to Transport Passengers. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at home. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid TDY mileage as in par. U3305-A. However, instead of paying TDY mileage, the AO may authorize/approve reimbursement for actual transportation costs when requested by the member and to the GOV'T's advantage and POC use with reimbursement on a mileage basis would result in a financial hardship for the member (Comp. Gen B-185733, 1 September 1976). ***When actual transportation cost reimbursement is authorized, the authorization/order should reference par. U3305-B.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and 'trip insurance' for travel in foreign countries. See APP G.
2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

***Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.***

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable ICW using a POC on official travel. However, a traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures and DoDI 1340.21, Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests.***

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than TDY mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following are not reimbursable expenses: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as being to the GOV'T's advantage, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C.

E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate TDY mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Ch 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of TDY mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the official POC-traveled distance, plus the cost of transportation purchased from personal funds and per diem under Ch 4, Part B) of the ordered travel when justified in documented unusual circumstances.

#### U4920 POC USE ON TDY NOT TO THE GOV'T'S ADVANTAGE

##### A. Limitation

1. When, for personal preference, a POC is used instead of common carrier transportation for official travel, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus per diem for the travel time authorized in par. U3005-A for commercial transportation. ***NOTE: If a member uses a privately owned aircraft other than airplane or uses a privately owned boat, reimburse the actual transportation costs as described in par. U3305-C or U3305-D, instead of paying TDY mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***
2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. Par. U3310 does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

##### B. TDY Mileage and Per Diem Computation

1. The TDY mileage allowance is computed for the DTOD distance between authorized points.
2. Ferry fares; bridge, road, and tunnel tolls; and vehicle parking fees (related to official business) are added to the amount in par. U3310-B1.
3. The per diem rate authorized in the travel authorization/order is used for computing per diem.

##### C. Constructed Transportation Cost and Per Diem Computation

1. The GOV'T's constructed transportation cost is computed on fares or charges for the POLICY-CONSTRUCTED AIRFARE (APP A) (often contract city-pair airfare, par. U3310-B)
2. Air transportation constructed cost includes any taxes or fees the GOV'T would pay if GOV'T-procured transportation had been provided.
3. Taxi fares and excess baggage costs that would have been allowed are included.
4. The constructed POC transportation cost includes transportation expenses for:
  - a. The member claiming mileage, and
  - b. A person performing official travel as a passenger (uniformed member and/or civilian employee only) in the same conveyance.
5. If the PDS has multiple airports see APP P, Part 2, par. E1.

D. Comparison. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

E. Passengers

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.
2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:
  - a. Travel performed, and
  - b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as being to the GOV'T's advantage and travels partly by:
  - a. POC for personal convenience, and
  - b. Common carrier at personal expense,the member is authorized:
  - c. Appropriate TDY mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
  - d. Transportation cost purchased with personal funds and per diem under Ch 4, Part B, for actual travel.
2. The total amount is limited to the cost had GOV'T-procured transportation been used, plus per diem under Ch 4, Part B, for constructed travel time for the official distance of the ordered travel.

**U4925 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

***NOTE 1: A member performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place may not be reimbursed for POC operating expenses to and/or from the air terminal. See par. U2200.***

***NOTE 2: If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.***

A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal to begin a TDY trip and then from the terminal to a residence/PDS when the TDY is completed, the member responsible for incurring the POC operating expenses is:

1. Paid TDY mileage and
2. Reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route.

***NOTE: Transportation terminal parking fees while TDY may be reimbursed NTE the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.***

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is:

1. Paid TDY mileage, and
2. Reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.
3. ***Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.***

#### **U4930 POC USE BETWEEN RESIDENCE AND TDY STATION**

When POC use is authorized/approved as being to the GOV'T's advantage for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

#### **U4935 EXPENSES WHEN TDY MILEAGE OR MALT IS PAYABLE**

A. Reimbursable Expenses. See APP G.

B. Non-Reimbursable Expenses. A member who travels by POC for the entire journey and is paid TDY mileage or MALT may not be reimbursed for:

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. Transportation to or from carrier terminals (par. U3320).

C. POC Repairs

1. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.
2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721).

#### **U4940 POC USE IN AND AROUND PDS OR TDY STATION**

For allowances when a POC is used within or around a PDS and TDY station, see Ch 3, Part F.

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**U4945 POC USE INSTEAD OF GOV**

A. General. TDY mileage reimbursement for POC use is based on the cost incurred if a GOV could have been used. In addition to TDY mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a GOV had been used.

B. TDY Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the appropriate TDY mileage rate in par. U2600.

C. GOV Use Is to the GOV'T's Advantage. When GOV use is to the GOV'T's advantage but the GOV'T authorizes, and the member uses, a POC instead of using a GOV, the rate in par. U2600 applies.

D. GOV Use Directed

1. GOV Makes the Trip. *When a member is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the GOV made the trip without the member.*

2. Traveler Authorized to Use a POC. If, under par. U3345-D1 circumstances, the GOV is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the par. U2600 rate for POC use when GOV use is to the GOV'T's advantage (62 Comp. Gen. 321 (1983)).

3. GOV Does Not Make the Trip. When a member is directed to use a GOV, one is available, the member uses a POC for TDY travel, and the other travelers do not use the GOV for the same trip, TDY mileage reimbursement is at the par. U2600 rate for POC use when GOV use is to the GOV'T's advantage.

## SECTION 1: GENERAL

### U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A1).

### U5305 ELIGIBILITY

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

### U5310 BASIC ALLOWANCES

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

1. The GOV'T's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. U5310-B) in one lot between authorized places at the GOV'T 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program (DP3) business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm). HHG authorized locations for PCS are in par. U5390-B, and TDY in par. U4780.

2. A "former PDS" in par. U5310 includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

a. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and

b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

4. Example of a Combination of Orders HHG Computation

a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6,000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.

b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

c. The member may ship NTE 8,000 lbs. at GOV'T expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. U5340.

5. HHG transportation includes SIT unless specifically prohibited (par. U5375).

6. Cases involving mobile home allowances are IAW par. U5330-F and Ch. 5, Part F.

\*7. Unaccompanied Baggage (UB).

\*a. *(UB) weight is part of the member's authorized HHG weight allowance.*

1. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in APP W, whichever is less) for active duty members with command sponsored family member(s).
  2. UB is authorized NTE 10% of the member's authorized weight allowance (or the administrative weight limit shown in APP W, whichever is less) for unaccompanied active duty members normally assigned to furnished GOV'T QTRS.
  3. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in APP W, whichever is less) for unaccompanied active duty members not normally assigned to furnished Bachelor Enlisted QTRS or Bachelor Officer QTRS.
- \*b. UB is part of the administrative HHG weight limitation as reflected in APP W. PBP&E and authorized medical equipment are not counted against the UB or HHG administrative weight allowances.
- \*c. Transportation expenses UB in excess of the authorized weight limits are the member's financial responsibility.
- \*d. UB transportation by an expedited mode is limited IAW par. U5320-B.
8. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.
  9. Delivery out of storage is authorized at GOV'T expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

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

**B. Prescribed Weight Allowances**

1. Higher Weight Allowance Authorization
  - a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case-by-case basis;
  - b. No general policy statements are permitted; and
  - c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

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

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

**NOTES:**

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

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

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at GOV'T expense,

the member has the weight allowance of a member "with dependents".

3. A Uniformed Services member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or

b. *Before reversion,*

*whichever is greater.*

4. *A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:*

a. *17,000 lbs. with dependents or,*

b. *14,000 lbs. without dependents,*

*for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.*

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

1. A member is authorized PBP&E (APP A definition) transportation IAW the Agency/Service regulations, when the member certifies the PBP&E as necessary for official duty and the Service agrees. As long as all of the PBP&E meet the PBP&E definition, PBP&E weight may not be constrained.

2. The Secretarial Process for each Service may authorize a member an additional weight allowance NTE 500 lbs. for PBP&E (APP A) that belongs to the member's spouse when on a PCS.

3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310- B or UB limit in par. U5320-B.

4. When an item no longer qualifies as PBP&E, it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.

5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.

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

D. Additional Consumable Goods

1. A member, assigned to a PDS designated in APP F 1 is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.

2. The consumable goods must be for the member's and/or dependents' personal use.

3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.

4. Procedures for adding a location to the list are contained in APP F2.

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

F. Excess Cost for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG. Excess cost computation determination procedures, using the 'Best Value' methodology ICW transportation of a

boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG can be found on the USTRANSCOM website under DP3 business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

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

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

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

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
4. SIT NTE 90 days, as applicable (par. U5375-B1).

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

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

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

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

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

#### U5315 ADMINISTRATIVE WEIGHT LIMITATION

\*A. General. The basis of establishing an administrative weight allowance is ordinarily that HHG are supplied at the PDS, or there is extremely limited space for HHG in GOV'T QTRS or private sector housing and limited storage for excess HHG. Par. U5315-C is usable when established administrative weight allowance restrictions are not to apply to a member or location for a particular PCS move.

- \*1. Item allowances (within the weight allowances table in this Part), are Service-established for specific locations using par. U5315-B weight allowances. *Uniformity of allowances among the members of all Services (by grade and dependency status) is paramount. Services must coordinate.*
2. Specified administrative weight limitation locations are subject to implementation in Service regulations.
3. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

\*B. Authorization. Par. U5315-C is usable when established administrative weight allowance restrictions are not to apply to a member or location for a particular PCS move.

\*1. GOV'T-Owned Furnishings Provided. On a PCS to/from an OCONUS PDS designated as an administratively weight limited location in APP W because GOV'T-owned furnishings are provided for QTRS, a member is limited to HHG transportation to the PDS of the amount listed in APP W, inclusive of the amount transported as UB IAW par. U5310-A7.

\*2. Member Married to Employee/Member. If both spouses are members or one is an employee and one is a member, the following situations apply if one or both of them is ordered to a location with an administrative weight allowance reflected in APP W:

\*a. Both Members Currently Assigned to the Same PDS or Nearby PDSs, and New Orders are to the Same PDS or nearby PDSs. When both members are currently assigned to the same PDS or nearby PDSs in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs at which they will jointly occupy a residence, they are limited to one administrative weight allowance based on the higher ranking member's weight allowance.

\*b. Both Members Currently Assigned to the Same PDS or Nearby PDSs, but New Orders are to Different PDSs. When both members are currently assigned to the same PDS or nearby PDSs at which they jointly occupy a residence, but new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance.

\*c. Members Currently Assigned to Different PDSs, but New Orders are to the Same or nearby PDSs. When both members are currently assigned to different PDSs and occupy separate residences, but the new orders are to the same or nearby PDSs at which they will jointly occupy a residence, each member is individually authorized an administrative weight allowance.

\*d. Member Married To Employee. If one spouse is a member and the other a GOV'T civilian employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See JTR, par. C5168-A for the GOV'T civilian employee spouse.

*\*In all PCS situations, each member is individually authorized UB transportation, PBP&E (par. U5310-C), and required medical equipment (par. U5310-L).*

\*3. Unaccompanied Tour Administrative Weight Limitation Policy/Request. Requests for unaccompanied tour location-based (no Service-based) administrative weight limitations should be coordinated locally, then sent IAW Service procedures to the Secretarial Process authority of the requesting Service for consideration/coordination, and for final review/determination by PDTATAC MAP/CAP. See APP W for the list of locations authorized to have administratively reduced weight limits.

\*a. Each request must specify the location, proposed administrative weight standard (e.g., 10% or 1,000 pounds), reason(s) for the HHG weight allowance reduction, effective period the decreased weight allowance applies, and the Service(s) affected by the request (required).

\*b. *If there are multiple Services at a location, all services are equally affected.* NTS authority applies for HHG that may not be transported.

\*c. *Locations with administratively reduced HHG weight allowances not reflected in APP W are invalid.*

#### C. Exceptions

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

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

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

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

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

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

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

#### **U5317 HHG TRANSPORTATION DISALLOWED**

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

HHG transportation authorization does not exist for a member:

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

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

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

#### **U5319 FUNDS ADVANCE**

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

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. U5320-D2a.
3. 60% of the monetary allowance under par. U5320-D2b.

## 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

<u>Example 1</u>	
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 <b><i>not responsible</i></b> 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.	

<u>Example 2</u>	
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>	
<b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>	
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>	
<b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>	
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. <b>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.</b>	

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).

<b><u>Example 1</u></b>	
<b><i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i></b>	
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>
<b>Total constructed GOV'T city-pair airfare cost =</b>	<b>\$1,924.63</b>
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>	
<b>Total actual amount =</b>	<b>\$ 3,195.24</b>
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.	
<b>The member is financially responsible for the additional cost (\$3,195.24 - \$1,924.63) of \$1,270.61.</b>	
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>	
<b><i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i></b>	
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>
<b>Total constructed GOV'T city-pair airfare cost =</b>	<b>\$4,040.88</b>
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>
<b>Total actual amount =</b>	<b>\$3,748.74</b>
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 foreign 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 A: GENERAL INFORMATION

### U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living QTRS allowance or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force - Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. GOV'T QTRS. GOV'T QTRS include:

1. U.S. GOV'T owned or leased sleeping accommodations or family-type housing;
2. Lodging or other QTRS obtained by U.S. GOV'T contract;
3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;

4. Sleeping or housing facilities furnished by a foreign government on the GOV'T's behalf; and
5. QTRS in a state-owned National Guard camp.

For BAH, GOV'T QTRS do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

**E. Privatized Housing**

1. GOV'T QTRS that have been converted to privatized housing are, by definition (APP A1), no longer GOV'T QTRS.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to GOV'T QTRS.
4. Par. U10010-C explains Navy Barracks Privatization Test.

**F. Rental Charge.** A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

**G. Housing Allowance.** Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. U10004 and U10006);
2. Overseas Housing Allowance (OHA) (pars. U10020 – U10032);
3. Family Separation Housing (FSH) (par. U10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. U10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. U10010);
6. Transit Rate (BAH-T) (par. U10012); and
7. RC Rate (BAH-RC) (par. U10014).

**H. Primary Residence.** See definition of Primary Residence/Home in APP A.

**U10002 HOUSING ALLOWANCE**

**A. General.** Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost-reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. U10010) or BAH-Diff (par. U10008), a housing allowance is not paid to a member assigned to adequate GOV'T QTRS (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

- a. The PDTATAC determines adequate housing costs in a MHA for all Uniformed Services' members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
- b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination-in an MHA takes effect with the pay raise each year.
- c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

- a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.
- b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
- c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K1, par. A.

3. FSH Rates

- a. The FSH-B rate is the same as the without-dependent BAH rate for the same location.
- b. FSH-O is computed under the same rules and conditions as without-dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. GOV'T QTRS. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for GOV'T QTRS).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (APP K).

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authority stops:

- a. On the day the member's OHA lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. U10002-E3 below for exception), or
- d. Upon assignment to GOV'T QTRS.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table U10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: <sup>1</sup>
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
3	occupies GOV'T QTRS with dependents and QTRS assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of QTRS assignment termination or PCS departure date, unless dependents continue to occupy the QTRS. If definite QTRS assignment was not required, then BAH or OHA begins the date QTRS are vacated.
4	occupies GOV'T QTRS with dependents and the QTRS are declared inadequate	on which designation of inadequacy of QTRS is effective, if the member and dependents continue to occupy such QTRS.
5	acquires a dependent (marriage, birth, adoption, etc.) <sup>2</sup>	the dependent is acquired, if the member is not assigned GOV'T QTRS for member and dependent(s) on that date <sup>3</sup> . Table U10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned GOV'T QTRS for the member and dependents on that date. <sup>4</sup>
7	claims dependent parent	determined/approved by authority shown in Table U10B-1 or U10B-2.
8	claims doubtful dependent	

<sup>1</sup> Payment of OHA requires a lease agreement or a verifiable purchase price.

<sup>2</sup> Includes dependent acquired while member is on authorized leave.

<sup>3</sup>

- a. Applies to sole dependent of officer or enlisted member.
- b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
- c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
- d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

<sup>4</sup> If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table U10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	Dies	of death.
2	is divorced <sup>1</sup>	of the final decree of divorce. <sup>1</sup>
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. <sup>2</sup>
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	*before the child's 21st birthday (or 23 <sup>rd</sup> birthday if a full-time student). <sup>4</sup>
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. <sup>3</sup>
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

<sup>1</sup> Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

<sup>2</sup> Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

\*<sup>3</sup> A case involving an Army or Air Force member must be sent to DFAS-IN for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

\*<sup>4</sup> See par. U10108 regarding dependents over age 21.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table U10A-3		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished GOV'T QTRS at the PDS, adequate for the member and dependents	before the day QTRS are assigned (or before the day occupancy begins, if definite assignment was not made). <sup>1</sup>
2	is furnished QTRS (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day QTRS are furnished.
3	and dependents occupy inadequate GOV'T QTRS which are rehabilitated and designated as adequate GOV'T QTRS	before the effective date of re-designation as adequate GOV'T QTRS.
4	is absent without leave	Table U10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

<sup>1</sup> When dependents are prevented from occupying the assigned QTRS because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

#### U10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

#### U10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than GOV'T housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. U10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. U10006-A. Service regulations must prescribe liquidation procedures for advances made under par. U10006-E.

#### **U10008 BAH DIFFERENTIAL (BAH-DIFF)**

A. General. **BAH-DIFF** is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

#### **BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment**

1. If a member is assigned to single-type GOV'T QTRS or a single-type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*
2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to GOV'T owned/leased family-type QTRS (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child/children (pars. U10120, U10122, U10124, U10126 and U10206).

#### **U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)**

A. Partial Rates. A member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized **BAH-Partial**.

#### **Conditions**

1. A member without dependents assigned to single-type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single-type GOV'T QTRS and not authorized BAH or OHA.

4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single-type GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type GOV'T QTRS is not authorized BAH-Partial.

5. A member occupying single-type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family-type GOV'T QTRS.

7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single-type GOV'T QTRS, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned QTRS in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain QTRS therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single-type GOV'T QTRS between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to GOV'T single-type QTRS (including GOV'T-leased QTRS) that exceed the minimum standards of single QTRS for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. *The privatized barracks are defined as GOV'T QTRS for the purposes of the test.* For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

2. Hampton Roads, VA, area which includes both the Hampton/Newport News and the Norfolk/ Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing Unaccompanied Housing and 74% for occupancy of new construction privatized housing (two-bedroom, two-bath market style).

#### **U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)**

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. U10416).

#### **U10014 RC RATE (BAH-RC)**

BAH-RC rates are established by the SECDEF and are determined and set forth in par. U10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. U10428).

#### **U10016 FAMILY SEPARATION HOUSING (FSH)**

The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. U5222-N and U10406).

*Effective 13 March 2012*

#### **U10018 TEMPORARY BAH INCREASE**

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an INSTALLATION experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or zip code within a County Cost Group. ***This authority expires 31 December 2012.***

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an INSTALLATION. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. *No Locations at this Time*

#### U10020 OHA - GENERAL

##### NOTES:

***1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.***

***2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.***

***3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.***

***4. Disciplinary action addressed in par. U1035 applies when housing allowances are used for other than the purpose intended.***

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. APP M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (par. U10026 and APP N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and 'MALT Plus'. OHA is not payable on the arrival day when 'MALT Plus' per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, APP K.

#### U10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. *The cost of parking at the place of duty is not included in rent.* The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10022-C for a member-owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. *In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.*
5. Re-compute OHA if/when the rent changes.

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (par. U10026 and APP N for specific rules) receives a full rather than prorated allowance. *Only one sharer may claim reimbursement for any individual rent or security-related expense.*

**NOTE:** *A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.*

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector dwelling. *Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.* **NOTE:** *For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.*

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. *A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.*

c. To determine the monthly [OHA](#) rental equivalency when adding a loan described in par. U10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' *starts from the loan start date*.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

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

(2) Navy - Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force - Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

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

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

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

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive the [utility/recurring maintenance allowance](#).

***NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.***

4. If the dwelling is a member-owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual

purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

#### U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

##### A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with-dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. U10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

##### B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points APP K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

**U10026 MOVE-IN HOUSING ALLOWANCE (MIHA)**

A. General. MIHA exists to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. **MIHA is not payable to a member occupying GOV'T or GOV'T-leased housing. MIHA does not cover move-out costs.** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security-related expenses. Instructions for completing this form are found in APP N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in APP N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a GOV'T-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
  - a. local move would otherwise initiate a second or subsequent MIHA payment request unless that move is GOV'T funded;
  - b. member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
  - c. member moves from GOV'T QTRS to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:

- a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. **Only one payment is authorized at a PDS unless par. U10026-B2 applies.**
- b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (APP N, par. C).
- c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See APP N, pars. C and D.

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

#### U10028 OHA ADVANCE PAYMENT

See APP K2 for detailed information on areas with rental advance protection under OHA.

##### A. Authority

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. U10028-A3), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC APP K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
  - a. Law,
  - b. Local custom for everyone, including local nationals, or
  - c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee  
ATTN: SPP/Allowances Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

***NOTE: Once a location is authorized by PDTATAC and listed in APP K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.***

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. Service regulations for currency fluctuation loss/gain procedures.

#### **U10030 OHA COMPUTATION DATA**

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC.

#### **U10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA**

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or GOV'T owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

## PART B: DEPENDENCY

### U10100 DETERMINATIONS AND FRAUDULENT CLAIMS

A. Determinations. In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table U10B-1 or U10B-2. All determinations of dependency and relationships are made by:

1. Service Secretary or designee for primary dependents (the designee may re-delegate) or
  - a. Army and Air Force determinations are made by the offices in Table U10B-1.
  - b. Navy and Marine Corps determinations are made by the offices in Table U10B-2.
2. Defense Finance and Accounting Service (DFAS) for secondary dependents and doubtful primary dependents for Army, Navy and Air Force, or
  - a. CMC-MRP-1 for Marines,
  - b. According to Service regulations for non-DoD Services.

B. Dependency Approval. Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. See individual Service regulations for procedures.

C. Dependents' Status Certification. Upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary Concerned indicating the status of each dependent to support a housing allowance on the dependents' behalf. If a member fails to provide the certification in a timely manner, the housing allowance on dependents' behalf is stopped at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without-dependent rate is paid unless the member is not authorized to that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member's commander certifies that the failure to recertify timely was for reasons beyond the member's control.

D. RC Member. After initial certification, an RC member must recertify dependency status at least every third year from the previous certification or upon a dependency status change.

E. Dependency Re-determinations. Annual re-determination of dependency is required for a member who claims a housing allowance for:

1. Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis,
2. Students 21 and 22 years of age,
3. Incapacitated children over age 21, or
4. Ward of a court.

F. Fraudulent Claims. Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it may include a punitive separation, total forfeitures, and confinement.

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**U10102 DEPENDENTS**

- A. Lawful Spouse and Legitimate, Unmarried, Minor Children. A member's lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes except under the situations in par. U10102-B below and in pars. U10106 and U10202.
- B. No Authority on Dependent's Behalf. A member is not authorized a housing allowance for:
1. A minor child who is entitled to basic pay as a member on active duty in a Uniformed Service. This includes a minor child attending one of the Military Service academies at which QTRS are furnished by the U.S.
  2. A spouse who is on active duty in a U.S. Uniformed Service and entitled to basic pay and allowances. See Ch 10, Part C, and Table U10C-1 for a guide to housing allowances when both spouses are in the Military Service and entitled to basic pay and allowances.
  3. A dependent for whom the member has been absolved of the requirement to provide support; for example, desertion without cause.
  4. A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.
  5. A former spouse to whom the member is paying alimony.
  6. A dependent who occupies GOV'T QTRS as a permanent residence without payment of a rental charge. See par. U10126 for exception.
  7. A child/children for whom the member pays child support, if the child/children is/are in another active duty member's custody (including a former spouse) who is assigned to GOV'T owned/leased family QTRS (does not include privatized housing) or is in receipt of a with dependent housing allowance on behalf of the child/children. See pars. U10120, U10122, U10124, U10126 and U10206.
- C. Dependent Spouse in Foreign Service. A member is authorized a housing allowance for a spouse in military service of a government other than the U.S. This applies even though the spouse is furnished a residence or paid a monetary allowance in lieu of a residence by that government.

**U10104 MEMBER'S MARRIAGE STATUS DETERMINATION**

- A. Determination. Any case in which the validity of a member's marriage is questioned is a case of doubtful relationship.
- B. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a marriage is not dissolved until a specified period has elapsed after a divorce decree is granted. Remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.
- C. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction which recognizes common-law marriages and has no statute or judicial determination prohibiting proxy marriages.
- D. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction in which the marriage was performed.
- E. Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are valid if they are contracted IAW state law.
- F. Foreign Nation Divorce. A foreign nation divorce may or may not be recognized as valid in the U.S. depending on several factors. These factors include place(s) of residence of the parties involved, whether they appeared in

person to obtain the divorce, and applicable state laws. Any claim involving remarriage of a member following a foreign nation divorce and any claim by or on behalf of the spouse from whom the member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a member's marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

**G. Purported Marriage**

1. Void Marriage. If a member's marriage is void (because of a pre-existing marriage of the spouse, for example) the member has no lawful spouse and is not authorized a housing allowance at the with-dependent rate as a result of the purported marriage. When marriage invalidity is discovered, no further housing allowance payments at the with-dependent rate may be made for any period. See Table U10A-2, rule 4. The member may retain payments already received if they are validated under [DoDFMR, Volume 7A, Chapter 50, Section 5006](#) for DoD Services or Service written material for non-DoD Services. When validity of a marriage is questionable, submit the case to the office shown in par. U10104-G3 for a determination on the marriage validity and, if necessary, validation of payments already made.

2. Annulled Marriage. If a member's marriage is annulled by court decree, no further housing allowance payments may be made for any period. See Table U10A-2, rule 3. The member may retain payments received before the effective date of the decree. Since validation under [DoDFMR, Volume 7a, Section 5005](#) for DoD Services or Service written material for non-DoD Services is required for retention of such payments in some annulment cases (based on legal factors), submit all annulment cases to the office shown in par. U10014-G3 for review and, if necessary, validation of payments made.

3. Determination and Validations. Submit requests for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army:

DFAS-IN/JMTCB  
8899 E. 56<sup>th</sup> Street  
Indianapolis, IN 46249-0855

b. Navy:

DFAS-IN  
Office of General Counsel, Mil & Civ Pay  
8899 E.56<sup>th</sup> Street  
Indianapolis, IN 46249-0160

c. Air Force:

DFAS-IN/JFLTBA  
8899 E. 56<sup>th</sup> Street  
Indianapolis, IN 46249-1200

d. Marine Corps:

Commandant of the Marine Corps (MFP-1)  
3280 Russell Road  
Quantico, VA 22134-5143

e. Coast Guard:

Commanding Officer (LGL)  
Coast Guard Pay and Personnel Center  
Federal Building  
444 S.E. Quincy Street  
Topeka, KS 66683-3591

f. NOAA Corps  
Director, Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910-6333

g. U.S. Public Health Service Commissioned Corps  
Office of Commissioned Corps Support Services  
Attention: Compensation Branch  
5600 Fishers Lane, Room 4-50  
Rockville, MD 20857-0001

H. Child of Legally Invalid Marriage. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

#### U10106 DEPENDENT SUPPORT

A. Proof of Support. The statutory purpose of a housing allowance on behalf of a dependent is to at least partially reimburse a member for the expense of providing a private sector residence for the dependents when GOV'T QTRS are not furnished, and not to pay a housing allowance for a dependent as a bonus merely for the technical status of being married or a parent. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a member is generally not required. However, when evidence (e.g., special investigation reports; record reviews; fraud, waste and abuse complaints; sworn testimony of individuals; statement by member) or complaints from dependents of nonsupport or inadequate support are received, proof of adequate support as stated in par. U10106-E is required.

B. Nonsupport. A member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent's behalf. Recoup for nonsupport or inadequate support periods. Unless a nonsupport or inadequate support period was caused by Service mission requirements (e.g., remote assignment, deployed, limited access to administrative support and/or financial networks, etc.), or outside agencies' actions (such as financial institutions, postal service, etc.) over which the member has no control, as determined by Service regulations, the subsequent arrears support payment does not authorize a member a housing allowance for the dependent for the nonsupport or inadequate support period. If a member is not authorized a housing allowance for dependents under pars. U10106-C through U10106-I, consider without-dependents or BAH-Partial IAW par. U10400, U10428 or U10010. ***NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance.***

C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the member of dependent support responsibility does not of itself affect a member's housing allowance. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or of the dependent's domicile. The member is authorized a housing allowance on behalf of a dependent if the member contributes to the dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

1. When a member is divorced from a nonmember, and they share joint legal custody of a child, and the ex-spouse is awarded primary physical custody, then the member is a non-custodial parent for housing allowance purposes. If the member's court-ordered child support is less than the applicable BAH-DIFF rate, and the member is not residing in, or assigned to, GOV'T QTRS, the member is only authorized a housing allowance at the without-dependents rate. However, a member who pays additional support to the ex-spouse having primary custody of the child(ren) so that the total child support provided is equal to or more than the BAH-DIFF rate, and who is not assigned to GOV'T QTRS, is authorized a housing allowance at the with-dependents rate.

2. When a member has temporary custody of a child and they reside in a private sector residence, the cost of maintaining the residence is not a factor in determining authority for the with-dependents housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the member on a non-temporary basis (e.g., for a period of more than 90 consecutive days) for the member to qualify for the with-dependents housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the child support amount to qualify for the increased allowances.

E. Adequate Support. If the support requirements are not established by court order or legal separation agreement, a member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service Concerned policy as to what constitutes adequate support in the absence of a legal separation agreement or court order.

F. Increase in Support Required by Increase in BAH-DIFF Rates. Whenever there is an increase in BAH-DIFF rates, the minimum required support for housing allowance purposes increases to the new rate. A member receiving a housing allowance on behalf of a dependent must increase the amount of support, when applicable, within 60 days of the increase to continue receiving the housing allowance on the dependent's behalf.

G. Settlement Agreement

1. Property settlements made under a court order or written agreement are not support for housing allowance purposes.
2. Payments made under a settlement in place of support are support for the period expressly provided in the written agreement or court order.
3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover the dependent's support.

H. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the spouse, the member is not authorized a housing allowance for the spouse after the date of the decree unless proof of support is furnished.

I. Doubtful Cases. Submit any doubtful cases involving support for determination to the offices listed in par. U10104-G3.

**U10108 SECONDARY DEPENDENTS**

An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 (full time in college), requires an in fact dependency IAW Service regulations. The child must be dependent upon the member for over one-half of the child's support. This means:

1. The child's income, not counting the member's contributions, must be less than one-half of the child's living expenses, and
2. The member's contribution must be more than one-half of the child's monthly living expenses.

**U10110 DEPENDENT CHILD ADOPTED BY A THIRD PARTY**

A member is not authorized a housing allowance for a child after the child is adopted by a third party and final adoption order or decree has been entered. Authority for a housing allowance continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and the member, and the member supports the child.

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**U10112 DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION**

A. Housing Allowance Payable. Confinement of a member's spouse or unmarried minor child in a penal or correctional institution does not affect member's authority for a housing allowance on the dependent's behalf, unless:

1. The member refuses to support the dependent.
2. The member has been absolved from supporting the dependent.
3. The period of confinement may extend beyond 5 years.
4. The case is otherwise doubtful.

B. Doubtful Cases. Submit cases involving a sentence extending beyond 5 years, and doubtful cases to the addresses shown in par. U10104-G3. Do not pay a housing allowance on behalf of the dependent pending decision.

**U10114 DEPENDENT PARENT**

A. Determination Basis. A parent's dependency is determined based on an affidavit submitted by the parent, and any other evidence required under applicable regulations. The applicable authority in par. U10104-G3 makes the dependency determination. A legal guardian may complete the form for a mentally incompetent parent.

B. Dependency Requirement. A member is authorized a housing allowance on behalf of a parent if the parent is dependent upon the member for over one-half of their support. This means:

1. The parents' income, not counting the member's contribution, must be less than one-half of their monthly living expenses, and
2. The member's contribution must be more than one-half of the parent's monthly living expenses.

C. Change in Dependent Status. A member is authorized a housing allowance for any active duty period during which the parent dependency is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises due to changed circumstances, and the facts show the member has started to contribute over one-half of the parents' support, a housing allowance is authorized from the date the contribution began.

D. Stepparent. A stepparent/stepchild relationship ends upon divorce from the blood parent, but not necessarily upon the blood parent's death. A housing allowance for a stepparent may be established after the blood parent's death.

**U10116 DEPENDENCY DETERMINATION FACTORS FOR PARENTS**

A. Family Unit Rule. In determining a parent's dependency, the total income and expenses of the family unit of which the parent is a member must be considered. Ordinarily, the member's contribution to the expenses of the unit must exceed one-half of the unit's total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother's individual needs.

B. Equity and Good Conscience. When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.

C. Charity. Contributions made to parents by charitable organizations are counted as part of the parent's income.

D. Charitable Institution. A parent's residence in a charitable institution, public or private, is not a bar to authority if the member claims a housing allowance for the parent and other required conditions are met.

E. Social Security, Unemployment Compensation, and Pensions. Payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies, are counted as part of the parent's income. Pensions received by the parent are also considered income.

F. Capital Assets. Unliquidated capital assets are not income, and parents are not required to deplete their capital assets to establish dependency on a member for housing allowance purposes. However, proceeds derived from the liquidation of capital assets are income. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent's current living expenses, and are therefore, income.

G. Rate of Return Rule. In determining dependency of parents who possess uninvested capital, compute the income return on the basis of 5.25 percent per annum.

#### **U10118 ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)**

A. General. Adopted children, illegitimate children, and stepchild(ren) are primary dependents. As a result, dependency is no longer required for these dependents.

B. Proof of Parentage. A member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock (parents are not married to each other at the time of the child's birth) must provide proof of parentage as follows:

1. For an adopted child, document showing the member is the child's legal parent.
2. For a stepchild, a marriage license showing the member is married to the child's legal parent and documentation showing that the member's spouse is the child's parent.
3. For a child born out of wedlock, a birth certificate with the member's name cited is required. If the member's name is not stated on the birth certificate, or a court-order, obtain a signed statement of parentage from the member. If the illegitimate child(ren) is (are) not in the custody of the member parent, the case is treated IAW the rules for BAH-DIFF. The same rules apply when applicable to a member-mother not having custody. See par. U10008.

C. Support Requirements. The member-parent may claim a dependent child(ren), adopted child(ren), illegitimate child(ren), and stepchild(ren) for housing allowance purposes. Proof of dependent support is ordinarily not required. The provisions of U10106-A are applied. The member is authorized a housing allowance if the member contributes to the dependent(s)' support and that support is not less than the applicable BAH-DIFF. This includes a member authorized BAH-DIFF and a member assigned to single type GOV'T QTRS when the child(ren) is/are in the physical custody of another person.

#### **U10120 CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER**

A. Child in GOV'T QTRS. When a member's child resides in GOV'T QTRS not assigned to the divorced member parent, that member is not authorized a housing allowance for the child.

B. Child Not in GOV'T QTRS. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

***NOTE: Pars. U10206, U10120, U10122 and U10124 when former or estranged spouse is also a member.***

#### **U10122 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES**

See par. U10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries and is assigned to or occupies family GOV'T QTRS. The member is not

authorized a housing allowance for the child living with the former spouse. See par. U10208 when upon remarriage, the member marries a member.

**U10124 CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY GOV'T QTRS**

When the member parent having custody of the child(ren) is assigned to, or occupies, adequate family-type GOV'T QTRS with the child(ren) while receiving child support, the member parent paying child support is not authorized a housing allowance for the child(ren).

**U10126 CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY GOV'T QTRS VISITS MEMBER**

When a child(ren) who normally reside(s) in family GOV'T QTRS with a member's former or estranged spouse (custodial parent) visits the member in a private sector residence for more than 90 days, the visit is considered non-temporary and the member is authorized a housing allowance for the child(ren) from the first day of the visit. If the visit is 90 days or less, a housing allowance for the child(ren) is not payable for any part of the visit.

WHO DETERMINES HOUSING ALLOWANCE DEPENDENCY RELATIONSHIP FOR ARMY AND AIR FORCE MEMBERS													
Table U10B-1													
R U L E	A	B	C	D	E	F	G	H	I	J			
	If the dependent claimed is	And marriage is	and is under age 21	and is	And certified court adoption papers are	and the child has income from source other than member	and is incapable of self support	then					
								determination is made by		a claim must be submitted through channels for determination, or submission to DOHA for decision			
							Army disbursing officer or designee	USAF FSO or designee					
1	spouse	lawful						X /7	X				
2		legally questionable /1											X /8
3	unmarried child		yes	legitimate, or legitimated by marriage of blood parents				X /3, 7	X /3				
4				Adopted/2							Available /3	no	
5											yes		
6				not available /4								X /3, 8	X /6
7				Stepchild /3,7							no	X /3, 8	X /3
8											yes	X /3, 8	X /5
9		yes	illegitimate child of member or legitimated by affidavit or court order					X /8	X				
10			no				yes/2						
*11			*no	*under age 23 and full-time student				*X/9	*X				
12	married child	Terminated by divorce, annulment, or death of spouse	yes						X /8	X			
13	parent, including in loco parentis /2												

**NOTES:**

1. Includes common law spouse; those married by proxy or telephone or within a prohibited period following divorce, or a divorce granted by a foreign country; and purported marriages.
2. Must be in fact dependent on Service member for substantial portion of support.
3. Applies also if the child is in custody of someone other than Service member (divorced spouse, parent, etc.).

- \*4. If this is interlocutory decree of adoption, case must be submitted to DFAS-IN for determination.
- 5. In case of an Army member, the claim must be sent to DFAS-IN only when determination cannot be made by disbursing officer under [AR 37-104-3, Chapter 2, Part 3](#) or is not covered by note 8.
- 6. This includes an illegitimate child of the spouse, when the member is not the blood parent. See par. U10118.
- 7. In the case of an Army RC member, the initial determination for dependents listed in rules 1, 3, 4, and 7 can be made by the RC unit commander or servicing Military Personnel Officer.
- \*8. Claim is sent to DFAS-IN/JFLTBA.
- \*9. Student determinations are made by the Personnel Officer.

WHO DETERMINES DEPENDENCY RELATIONSHIP FOR NAVY AND MARINE CORPS MEMBERS														
Table U10B-2														
R U L E	A	B	C				D	E	F					
	If the dependent claimed is	and	and member is a				and	and	then determination is made by					
			USN officer	USMC Officer	USN enlisted member	USMC enlisted mbrs			DFAS Cleveland	USMC Commandant	Commanding Officer of a battalion squadron/separate detached command	Disbursing Officer	Claim must be submitted through channels for determination or submission to DOHA for decision/2.	
1	any person who can qualify as a dependent		*X		X							*X		
2	a spouse	marriage is unquestionably legal	X		*X							X		
3				X		X	neither member has been previously married	marriage contracted with various states/territories by legal/civil / religious ceremony			X/1			
4						X				X				
5		marriage is of doubtful legality (par. U10104)		X	X	*X				*X				X
6		child is under age 21		X		*X							X/2	
7	unmarried legitimate child			X	*X						*X/4			
8			*X		*X		dep child is of present or former spouse/3				X/4	*X		
9	a combination of any of the deps in rules 2 - 8	child is under age 21	*X	*X	*X	*X					X/4	*X		
10	an unmarried child	*child is age 21 or older/5	X		*X				*X				X	
11				*X		X				X				
12	an unmarried stepchild or adopted child	child's dependency relationship is not doubtful	X		X							X		
13					X						X			
14							X				X			
15					X		X				X			
16	an unmarried illegitimate child		X		X							*X		
17						X				X		X		
18				X						X				
19	a parent (incl in loco parentis)		X		X				X					
21				X		X				X				

**NOTES:**

- \*1. This same rule applies when either member or spouse has been previously married, if the previous marriage was dissolved by death, final decree of divorce, or by annulment (not prohibiting remarriage).
- 2. Submit doubtful cases through channels to the DOHA.
- 3. The child's birth date must be after the date of the marriage concerned.
- 4. Submit questionable cases to the Commandant of the Marine Corps.
- \*5. Student determinations are made at the local Personnel Support Detachment (PSD) or by the Personnel Officer for Navy and Commandant of the Marine Corps (CMC (MFP-1) for the Marine Corps.