

# **THE JOINT TRAVEL REGULATIONS**

## **VOLUME 2**

### **DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL**

Published by:

The Per Diem, Travel and Transportation Allowance Committee

Department of Defense

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**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE**

OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Joint Travel Regulations, Volume 2  
(b) CPR T3, with all changes thereto  
(c) NCPI 4650, with all changes thereto  
(d) AFM 40-10, with all changes thereto  
(e) Department of Defense Directive 5154.20, dated 23 June 1964

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to DOD civilian employee travel are rescinded.

The regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination is reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR  
Under Secretary of the Army

KENNETH E. BELIEU  
Under Secretary of the Navy

LEONARD MARKS, JR  
Assistant Secretary of the Air Force

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 564****1 OCTOBER 2012**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 October 2012 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian 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)

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

**CAP 70-12(E)/MAP 81-12(E) -- GTCC Chip/Pin Card Fee Reimbursement**. Adds provision to reimburse fees associated with the issuance of a Chip/PIN GTCC for use in select Countries. Affects APP G.

**CAP 81-12(E)/MAP 93-12(E) -- Dual Lodging from 14 to 7 Days**. Reduces the number of days the AO may authorize/approve dual lodging from 14 to 7 days and require dual lodging over 7 days be authorized/approved by the Secretarial Process. Affects par. C4555-F.

**CAP 82-12(E)/MAP 95-12(E) -- Add Equipment for Contingency Operations**. Authorizes equipment required for Contingency Operations to be shipped as excess accompanied baggage. Affects par. C3105-D, and APP G.

**CAP 87-12(E)/MAP 100-12(E) -- Add Breathalyzer as a Reimbursable Expense**. Adds a breathalyzer test kit to APP G as a reimbursable expense when purchased ICW an AO authorized/approved Special Conveyance/Rental Vehicle.

**CAP 94-12(I) -- Reimbursement of MEA due to Household Relocation**. Adds CBCA decision 2701-RELO, dated 26 July 2012 to JTR, par. C5310-D4 indicating that a non-transferrable education enrollment contract is similar to other types of costs listed in the non-exclusive lists of costs, such as some types of medical or dental contracts that are reimbursable where losses cannot be recovered by transfer or refund and are incurred due to early termination of a contract. An enrollment contract fee is a reimbursable miscellaneous expense. Affects par. C5310-D4.

**CAP 97-12(I)/MAP 121-12(I) -- Move par. C4735 (POC Tax & License Fee) to APP G**. Moves all information on reimbursable POC tax and license fee to APP G. Affects APP G.

**CAP 98-12(I) – Chs 2E and 5E, Section 2 Updates.** Deletes all erroneous information on page 2 of Ch 2, Part E.

**CAP 101-12(I)/MAP 118-12(I) -- APP S.** Recertifies Latvia (Riga) and Greenland (Thule) as authorized FEML locations. Affects APP S.

**CAP 104-12(I)/MAP 122-12(I) -- When Per Diem is Authorized.** Moves information in par. U4101 to pars. U2170 and C2170.

**CAP 106-12(I) -- Correct References in Ch 5, Part S.** Corrects references in Ch 5, Part S.

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**

**CHANGE 564**

**1 OCTOBER 2012**

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, 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 D	560	560	560	560	560	546	546	546	546	546	546	546	546	546
Part E	560	560	560	560	560	547	547	547	547	547	547	547	547	547
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**OFFICIAL TRAVEL**

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## PART B: TRAVEL POLICY

### C2100 GENERAL

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

### C2105 ECONOMY CLASS ACCOMMODATIONS

A Traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in par. C3500, C3600, C3650 or C7460.

### C2110 '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 par. C3510-A, C3510-B, or C3620 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. C3520. The cost difference between the business and coach class fare is \$765. The authorization/approval 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 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. C3510.

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. C7460 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. C2110-J., 'other than economy/coach' accommodations use is not authorized during:

1. PCS;
2. Emergency leave;
3. R&R;
4. FEML;
5. Personnel evacuations;
6. RAT leave;
7. EVT; or
8. FVT.

**C2115 UNUSUAL ROUTE JUSTIFICATION**

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

**C2120 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.

**C2125 TRAVELER FINANCIAL RESPONSIBILITY**

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

**C2130 LEAVE**

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

**C2135 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 substandard accommodations is not required.

**C2140 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.

**C2145 DEPENDENT TRANSPORTATION SEATING**

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

**C2150 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.

**C2155 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.

**C2160 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.

**C2165 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. C4564 for TDY travel/transportation allowances when a TDY order is received while a traveler is on official leave.

**\*C2170 WHEN PER DIEM IS AUTHORIZED**

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem 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. C4485-E).

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## PART E: TRAVEL ADVANCE

### C2300 AUTHORITY

- A. Authorization. A travel advance, as allowed by the authorizing statute:
1. May be paid when authorized on a travel order, and
  2. Is not the same as authorizing GTCC IBA use for an ATM advance.
- B. Regulations. A travel advance is paid IAW the [DoDFMR, Volume 9](#).

### C2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

- A. Traveler Responsibility. A traveler on official business:
1. Is responsible for travel expenses, but
  2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available GOV'T resources (e.g., the GTCC or traveler's checks).
- B. Service/Agency Responsibility. The Service/Agency:
- a. May issue travel advances for certain authorized expenses, and
  - b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Component and the traveler (e.g., using the GTCC).

### C2310 AUTHORIZED TRAVEL ADVANCES

- A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses and specified travel and transportation allowances.
- B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:
1. Discounted Conference/Training Registration Fee (APP R2-H);
  2. TDY travel (Ch 4);
  3. Advance Lodging deposit (par. C4555-K);
  4. Reimbursable expenses (APP G);
  5. HHG transportation and SIT using the commuted rate method (pars. C5160-C2 and C5190-E);
  6. Mobile home transportation (par. C5295);
  7. House hunting Trip (HHT) (par. C5632);
  8. Temporary QTRS Subsistence Expenses (TQSE) (Ch 5, Part H);
  9. Attendants/escorts for military dependents (par. C5850 or C7105); and
  10. Transportation and Emergency Storage of POV (par. C5238).

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## PART B: BAGGAGE

### C3100 ACCOMPANIED BAGGAGE

#### A. General

1. This par. prescribes transportation authority for:
  - a. Accompanied baggage transported free on a transportation ticket, and
  - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. See APP A for definitions of BAGGAGE and BAGGAGE, ACCOMPANIED.
3. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
4. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed.
5. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
6. See par. C1300-D for lost, delayed, or damaged accompanied baggage claims.
7. See APP G for reimbursement of charges for baggage transferring, storing, checking, and handling.

#### B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.
2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the ticket at the time of transmitting the unused ticket for redemption.
3. ***Failure to observe this rule results in any excess cost to the GOV'T being the traveler's financial responsibility.***

### C3105 EXCESS ACCOMPANIED BAGGAGE

#### A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and
2. May include the first piece of accompanied baggage, ***if there is a charge for the first piece.***

#### B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage.

#### C. Authorization/Approval. An AO may authorize/approve reimbursement for excess accompanied baggage.

#### D. Expense Reimbursement (APP G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

- a. Family size; and/or
- b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or

\*c. Professional article(s)/material/equipment for use by an individual required for official duties are not available at the TDY/Contingency Operation Site/next PDS location as determined by the Service's Secretarial process determination. *An individual traveler may be reimbursed only for carrying articles/material/equipment needed by that traveler.*

2. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*

- a. Pets; and/or
- b. Costs incurred ICW official travel when a traveler purchases an airline ticket to accommodate circuitous travel due to personal convenience travel, and/or
- c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's Secretarial Process determination, and/or
- d. The traveler's preference, personal convenience or if contrary to the GOV'T's interest.

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

- 1. Included in GOV'T procured transportation documents, and/or
- 2. Reimbursed to the traveler, and/or
- 3. Paid for with a MCO.

**C3110 UNACCOMPANIED BAGGAGE (UB)**

*UB is also commonly referred to as "Hold Baggage" by some Services/Agencies.*

A. General

- 1. Definition. See APP A, **BAGGAGE**.
- 2. HHG Weight Allowance. UB weight is part of the traveler's authorized HHG weight allowance.
- 3. Weight Limitation. The maximum weight of UB transported by any mode, at GOV'T expense is 2,000 lbs. (net).
- 4. Weight Limit Example: Traveler's HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler opts to transport 800 lbs. of UB by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB that may be transported by an expedited mode) may be transported to the OCONUS PDS.
- 5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler's financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/dependent.

2. Weight Limit. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at GOV'T expense if authorized IAW Service regulations.

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## CHAPTER 4

### EMPLOYEE TRAVEL

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## PART B: PER DIEM

### C4550 PER DIEM RATE

A. General. Per diem prescribed in this Part is applicable for all TDY periods except when an AEA, authorized under Part C, applies, and for all PDT periods. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** See par. C4555-A 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 tables, 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. C4550-F3).***

B. Responsibility for Authorizing/Approving a Per Diem Rate. Each DoD COMPONENT head, or a designee, is responsible to ensure per diem for a traveler is sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid an excessive authorized/approved amount (beyond the amount needed), consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at a TDY location showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly to which repetitive travel or extended stays are involved;
4. GOV'T furnished lodging availability, such as GOV'T QTRS, or other lodging procured for the employee using a purchase order (par. C4552-H).

C. Authorizing a Reduced Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre arrangement, special discounts, or other reasons (par. C4550-B), the AO should seek authority to prescribe a reduced per diem lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality [per diem rate](#). The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E authorizes a lower per diem rate to the requesting official. The reduced per diem rate does not apply to any day the employee is traveling. ***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).*** See [CBCA 2291-RELO, 20 April 2011](#). ***Except as indicated in pars. C4554-D and C4558-C, a DoD***

**COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.**

**Effective 23 November 2011**

D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD COMPONENT head or Secretary Concerned may authorize (in advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. ***This authority may be delegated*** to a chief of an appropriate bureau or staff agency of the headquarters of the DoD COMPONENT concerned ***and may not be re-delegated***. In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing a per diem rate different from those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> is without effect. See [CBCA 2291-RELO, 20 April 2011](#). Reduced per diem rates should incorporate amounts for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

***NOTE: An increase to the zero or reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. C4600.***

E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through E4:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060;
2. Navy and Marine Corps. Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072;
3. Air Force. HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
4. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

**C4551 PER DIEM RATE REVIEW**

A. General. When a traveler, 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. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060.
2. Navy. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

5. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

***NOTE: Ch 4, Part C to cover one time necessary expenses in excess of the prescribed per diem rate.***

B. Final Submission Process. The Service/AGENCY determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

<u>CONUS Locations</u>	<u>Non Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p><b>General Services Administration</b>                      Office of Governmentwide Policy                      Office of Travel, Transportation, and                      Asset Management                      1275 First Street NE                      1 Constitution Square, 6th floor (685C)                      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 (DTMO)</b>                      ATTN: SP&amp;P/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>

**C4552 GENERAL RULES REGARDING PER DIEM**

A. Per Diem Beginning and Ending. For per diem, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. Per Diem at the PDS

1. Per Diem Not Allowed

- a. Per diem cannot be authorized or paid within the PDS limits (APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009).
- b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.
- c. Non payment of per diem applies even if the traveler vacated the permanent dwelling at the old PDS and lodged in temporary lodging during the TDY period.

2. Per Diem Allowed

- a. After PCS. An employee who departs 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:** An employee 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 arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

- b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing

back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

c. Return to the PDS. 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.

D. TDY at Nearby Places outside the PDS. Per diem is not authorized when an employee performs TDY in the vicinity of, but outside, the PDS, unless overnight lodging is required. If the travel period is more than 12 consecutive hours (par. C4552-F), the AO may authorize per diem if overnight lodging is required.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12 Hour Rule). *Per diem is not allowed when the official travel period is 12 or fewer hours*. This also applies to PDT. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment under pertinent written material provisions while on the detail or TDY, per diem payment is authorized concurrent with differential payment.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and IE is NTE the applicable per diem rate authorized in Ch 4, Part B. See par. C4655 for a training course exception. Ch 4, Part C for AEA information. **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).

I. Personnel Traveling Together. 'Personnel 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 travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers. **No per diem is payable on days travelers travel when the order directs limited or no reimbursement for personnel traveling together**. The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the traveler departs the PDS and ends at 2400 the day the traveler 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. A civilian employee pays the food cost and operating expense and is authorized reimbursement of the amount paid for food. **Directing several personnel to travel together with limited or no reimbursement must never be done simply to save travel funds**.

J. Meeting and Convention. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged that involves the attendee' travel from other DoD COMPONENTS, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. APP R regarding attendance at a meeting and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. Per diem terminates at the end of the calendar day for on which the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

### C4553 'LODGING PLUS' PER DIEM METHOD COMPUTATION

***NOTE:*** The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodging Plus' Computation.

A. General. Per diem for all official travel, including PCS, must be computed under the 'Lodging Plus' method except when:

1. A reduced per diem rate is authorized for the TDY under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4558 for travel by ship applies;
4. The per diem prescribed in par. C4556 applies because meals and lodging is furnished without cost to the employee;
5. Per diem is not payable as indicated in par. C4554-C when TDY is performed in support of a military unit while on field duty;
6. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or
7. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodging Plus' computation method, the per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B through F apply in the specific situations described.

#### B. Maximum Per Diem Rate

1. Rates. GSA, DoD, and Department of State are responsible for travel [per diem rates](#). The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#) (par. C4550-F3). Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the [per diem rate](#) is the locality rate specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the [per diem rate](#) is the rate applicable to the front gate location for the reservation, station or other established area.

#### C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. C2710 and [DoDFMR 7000.14-R, Volume 9](#)).

***NOTE:*** 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). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. **M&IE Allowance.** Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

***NOTE:*** *The cost for clothing laundry, dry cleaning and pressing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning/ pressing clothing is not a separate reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/ approved for OCONUS travel.*

D. Computation

1. **TDY of More than 12 Hours but Not Exceeding 24 Hours.** When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, M&IE of 75% of the M&IE rate for the TDY location is paid for each travel day. No meals deduction is made. If more than one TDY point is involved and lodging is not required, the highest M&IE rate prescribed for any of the TDY locations is used (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). See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate (par. C5120-C, Example 1). If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

***NOTE:*** *Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a); verify possible state and local implications).*

2. **Travel of More than 24 Hours.** The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable per diem rate is the TDY location per diem rate, or a stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations. See par. C4553-B for maximum per diem rates and par. C4555-A for lodging location. ***Only one per diem rate can be applicable to a calendar day.*** Pars. C4553-D2a through C4553-D2d; C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

***NOTE:*** *This is the departure day from the PDS, home, or other authorized point.*

(1) **Lodging Required.** When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for a student dependent and the school location M&IE applies for the arrival day.***

(2) **Lodging Not Required.** When lodging is not required on the day travel begins, the per diem is the next destination (TDY/stopover point) M&IE rate. For student dependent travel, the school location M&IE rate applies.

b. Full Calendar Travel Days

(1) **Lodging Required.** For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling (***NOTE: The destination (e.g., the school location) lodging cost is not allowed for a student dependent.***), plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

c. Returning from Travel

(1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem is the actual lodging cost, NTE the applicable stopover point or TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is the M&IE rate applicable to the preceding calendar day (for a student dependent, the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required. See par. C4553-D2d. 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.

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

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route stopover (i.e., a location at which the traveler remained overnight) site.

d. Departure Day from and Return Day to the PDS. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. ***The GMR, PMR, \$3.50 IE, or reduced per diem rate do not apply on days of departure or return to PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.***



c. Joint Task Force (JTF) Operations. See Ch 4, Part I.

***NOTE: For formal training (par. C4554-A3) and deployments (par. C4990) the schoolhouse or COCOM/JTF commander (not the AO) may specify the GMR or PMR based on GOV'T dining facility/mess availability. The schoolhouse or COCOM/JTF commander may only specify the GMR for a day when all 3 meals are available. The schoolhouse or COCOM/JTF commander may only specify the PMR when at least one meal a day is available. A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess on that U.S. INSTALLATION has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day except when traveling within the AOR IAW par. C4990-E2a(3).***

2. Partial Days. *On the days of departure from and return to the PDS, the GM, PMR, \$3.50 IE, or reduced per diem rate do not apply.*

3. Schoolhouse Training (Formal Courses of Instruction). *The 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. C4554-A1a for CONUS and par. C4554-A1b 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 traveler by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher. GOV'T QTRS use may not be directed for a civilian employee (par. C1055-A).*

B. Deductible Meal

1. The PMR in par. C4554-A 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.*

2. A deductible meal is a meal:

a. Made available pursuant to an agreement between a DoD COMPONENT or AGENCY and any organization, if the order indicates the facility providing the meal(s) is available;

b. Included in a registration fee ultimately paid by the GOV'T;

c. 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;

d. Furnished by the GOV'T at no cost to the traveler;

e. 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

f. 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 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 ceiling, or if a conference lodging ceiling has been declared (APP R) within the conference lodging ceiling. If the negotiated rate exceeds the locality (or conference) lodging ceiling, an AEA should be provided to cover the higher lodging cost 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.***

3. The following is not a deductible meal:
- a. Box/'bagged' meal from a GOV'T dining facility/mess (to include such things as C Rations, K Rations, MREs) -- except when the GOV'T dining facility/mess provided box/'bagged' meal is the *only method* of providing an adequate meal to a traveler. **NOTE: See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,**
  - b. In-flight meal,
  - c. Rations furnished by the GOV'T on military aircraft,
  - d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,
  - e. Meal furnished on commercial aircraft,
  - f. Meal provided by private individuals, or
  - g. 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).

**NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only, the IE for that day is payable (\$5 in CONUS); or the locality IE or \$3.50 OCONUS).**

4. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:
- a. is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and
  - b. attempted to make, but was unable to make, alternative meal arrangements for a substitute meal, and
  - c. must purchase a meal that satisfies the medical requirements or religious beliefs.

The AO may authorize/approve the locality meal rate or PMR, as applicable, when the traveler is unable to eat the deductible meal due to mission.

C. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit (APP A). The per diem payment prohibition applies when both GOV'T dining facility/mess, including field rations (even though the employee is assessed a charge for that meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a GOV'T dining facility/mess (including field rations). Reimbursement is authorized for any charges incurred for meals or lodging cost necessarily procured during the TDY assignment.

D. 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. C4554-B2e and C4554-B2f when a charge for meals is added to the lodging cost. (CBCA-1900-TRAV, 3 May 2010.)

## **C4555 RULES CONCERNING LODGING AND LODGING COST**

### **A. Lodging Location Rules**

**NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.**

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee

obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location and must be obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DoD COMPONENT may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum lodging amount for the TDY locality. TDY lodging when utilized for official travel is always based on the GOV'T interest. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4. ***The traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T (see par. C1707). 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.***

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. See par. C4555-II for double occupancy. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. GOV'T QTRS. A fee or service charge paid for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the traveler for GOV'T QTRS use may not exceed the maximum locality lodging ceiling.

3. Lodging with a Friend or Relative (FTR §301-11-12) . ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative in the friend's/relative's residence - with or without charge – the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/AGENCY cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

**Example 1:** A civilian employee (extended TDY) and a member (short-term TDY), 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 DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement (See JFTR par. U4129-E for Uniformed Services).

**Example 2:** A DoD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room tax on the single rate if applicable limited to applicable locality lodging rate; or the reduced per diem lodging rate prescribed by the Secretarial Process or equivalent authority annotated on the TDY travel order for lodging rental/lease at other than a daily rate. See par. C4430, if the civilian employee's TDY duration exceeds 30 days. The lodging cost is split equally among the named people indicated on the signed lodging agreement/contract.

**Example 3:** A DoD civilian employee 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 is authorized up 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. See par. C4430, if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

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

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

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

4. Lodging in Non Conventional Facilities. The cost of non conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD COMPONENT.

5. On-Line 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):**

- a. Daily hotel room costs;
- b. Daily hotel taxes; and
- c. Daily miscellaneous fees, if applicable.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 (midnight) of that day.

D. Apartment, House, or Recreational Vehicle Reimbursement While TDY. When an employee on TDY rents an apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled

mobile recreational vehicle) for use as lodging, per diem is computed IAW par. C4553. Lodging cost reimbursement includes the below allowable expenses.

Par. C4555-B applies for lodging with a friend/relative at the friend's or relative's residence; par. U4555-I for multiple occupancy involving official travelers; and par. C4555-K for multiple lessees of rented/leased TDY lodging.

1. Apartment, house, or recreational vehicle rent;
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rental, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

***NOTE 1:*** *Some rental agreements (i.e., furniture rental agreements) include options-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 becomes purchased under some form of rent-to-buy provision, all associated mortgage interest and property taxes previously claimed must be repaid. (See FTR 301-11.12(b) dated 14 Oct 2011.)*

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

***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. ([CBCA 1961-TRAV, 20 July 2010](#)).*

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. APP G for official communications.*);
9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodging at the TDY point ([B-254626, 17 February 1994](#)).

In determining the daily amount of expense items that 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 may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

*Effective 14 October 2011, mortgage interest and property taxes associated with the purchase of any dwelling may not be claimed as substantiation for payment of per diem while TDY. (See FTR 301-11.12(b) dated 14 Oct 2011.) An employee who purchases and occupies a residence at a TDY location may not be reimbursed for any cost associated with the rental, purchase, or shipment of furniture.*

*Effective 14 October 2011*

E. Residence Is Purchased and Used for TDY Lodging. *An employee may not be reimbursed any lodging expenses for a purchased/personally owned residence.*

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

F. Dual Lodging Reimbursement on a Single Day

\*1. General. Dual lodging may only be authorized/approved in limited circumstances when 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. ***Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Except as provided in par. C4555-F2b, dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher.*** Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved (after travel) by the Secretarial Process. ***No blanket authorizations may be given at the beginning of the TDY.***

\*2. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Dual lodging may only be authorized/approved when:

***\*NOTE: Dual lodging must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional costs or the traveler does not check to see if the GOV'T QTRS would be available upon return).***

\*a. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)) (e.g., traveler TDY to another location intending to return that night, but was forced to remain overnight due to mechanical problems);

\*b. 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](#)) (e.g., traveler told if she checked out of GOV'T QTRS for 2 nights, no room would be available upon return); or

\*c. Practicality of checking out ([B-257670, 10 January 1995](#)) (e.g., traveler staying in recreational vehicle (RV) forced to move to motel due to extreme weather).

\*3. Lodging Cost

\*a. Per Diem. 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. Reimbursable Expense. 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 \(1981\)](#)).

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

\*5. Long-term Dual Lodging Occupancy. *Long-term reimbursement for dual lodging is not permitted and an order may authorize long-term dual lodging.*

\*6. Example. An order is prepared for TDY at Location C for 150 days. The AO knows the traveler 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. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C 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 apartment in Location A while TDY in Location B and authorized/approved the \$45 daily apartment cost as a reimbursable expense (APP G). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.			
<b><u>Per Diem Rates</u></b>			
Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b><i>Reimbursement for the Location A Apartment for 5 days</i></b>			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
<b><u>Per Diem for the TDY Assignment in Location B</u></b>			
<b><u>First Day</u></b>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax ( <i>NOTE</i> )	
<b><u>Second thru Fifth Day</u></b>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141/day x 4 days = \$564 plus lodging tax ( <i>NOTE</i> )	
<b><u>Return day to Location A</u></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>			
<p>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 lodging costs (\$110/day) incurred in Location D was used to determine the traveler's per diem while on TDY in that city.</p>			
<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><u>First Day</u></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><u>Second and Third Day</u></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><u>Day of Return to Location C</u></b>			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

G. **Lodging Rented/Leased on a Weekly, Monthly, or Longer Term Basis.** When a traveler rents/leases 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 traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the traveler 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. See par. C4555-E.***

<b>Example</b>
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.

H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. Single and Multiple Occupancy of a Room

1. Single Occupancy. *An official DoD civilian traveler cannot be required to share lodgings.* Each official traveler is authorized individual lodging.

2. Official Travelers Choose to 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. Ex: 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.

J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the GOV'T reimbursing the employee, is required to pay applicable lodging tax while traveling on GOV'T business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The GSA Travel Homepage at [www.gsa.gov/statetaxforms](http://www.gsa.gov/statetaxforms) lists jurisdictions in which [lodging tax-exemption](#) may be offered.

K. 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. C4602 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.*

L. Advance Lodging Deposits. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.

2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

#### C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On a day that all meals and lodging are provided without cost to a traveler incident to a TDY or training assignment, the per diem is:

1. \$5 incident to an assignment in CONUS; and
2. The [IE](#) rate for the locality concerned unless the AO determines \$3.50 to be adequate for anticipated expenses. The OCONUS IE of \$3.50 must be stated in the order.

However, the applicable amount, plus the cost of meals - and lodging furnished without cost to the traveler - may not exceed the applicable maximum [per diem rate](#). See par. C4554-C for per diem when TDY is performed in support of a field training exercise with a military unit.

#### C4558 PER DIEM FOR TRAVEL BY SHIP

A. **General.** For ship travel, the per diem for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the debarkation/embarkation port rates and computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first/last travel day by GOV'T ship when it departs from the port that is the employee's PDS/returns to the port that is the PDS.***

##### B. GOV'T Ship

1. **General.** No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodging ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodging cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum [lodging amount for the TDY locality concerned](#).*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned.
2. **Naval Ship Research and Development Center Underwater Explosion Barge.** The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).
3. **Corps of Engineers Floating Plant.** The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the [Standard CONUS M&IE rate](#) (see par. C4550-F3 for the current [Standard CONUS per diem rate](#)) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

##### C. Commercial Ship

1. **Employee Not Charged for Meals.** An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.

2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the furnished meals cost, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the order the circumstances warranting the rate.

D. POC Travel Involving a Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), the employee is authorized per diem. See par. C4765 for transportation allowances.

1. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized (par.C3660).

2. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the rate applicable for the employee's location at 2400 on that day (par. C4550-F).

3. 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 employee's location at 2400 on the debarkation day (par. C4553).

***NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.***

#### **C4560 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. See pars. C4555-D, C4555-E, and C4555-G.

#### **C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE**

A. General. An individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis, and an individual serving without pay or at \$1 a year, do not have a PDS within the meaning of that term. The individual is authorized per diem as prescribed in par. C4562-B through E while traveling on official business for the GOV'T away from home or the regular place of business and while at a place of GOV'T employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DoD 5500.7-R.

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the GOV'T, with or without compensation, while in an official travel and duty assignment status as described in par. C7905, is authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individual Serving without Compensation. Most individuals performing invitational travel (APP E), are authorized per diem/AEA (see pars. C4553 and C4600).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the

educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

#### C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. Absence due to Illness or Injury. See par. C7370 for per diem authority when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workday

1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.* For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal GOV'T holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement (B-171266, 24 February 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

#### C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip that exceed those that the employee otherwise would have incurred if

the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY places (except no per diem while at PDS) and return to the place at which leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the TDY location (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the order indicates clearly that an administrative determination was made that the personal expense incurred by the employee in traveling to the leave location made it unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed only to the extent they exceed the constructed per diem and transportation expenses for return direct from the leave location to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Leave Status Termination. An employee on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place at which the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

***NOTE: If the TDY requirement is known before departure on leave, the employee 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 location if the TDY requirement is known before leave is begun.***

**C4565 PER DIEM COMPUTATION EXAMPLES**

A. Lodging Tax

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include a lodging tax amount.
2. Lodging tax in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense.
3. The maximum amount allowed for lodging in foreign OCONUS locations includes a lodging tax amount.
4. Lodging tax in foreign OCONUS locations is not a reimbursable expense.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C2600 prescribes current TDY mileage rates and par. C2605 prescribes the current MALT.

C. Per Diem Rates. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C4550-F3 for the current Standard CONUS per diem rate.

D. Examples. The following are per diem computation examples for specific circumstances:

1. Example 1-TDY Travel

<b>Example 1: TDY Travel</b>		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodging was obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid \$40/night for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the lodging night at a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	\$40 (lodging) + 75% x \$46 (M&IE) =	\$ 74.50
Day 2 to 6	(\$40 (lodging) + \$46 (M&IE))/day x 5 days =	\$430.00
Day 7 to 8	(\$4 (lodging) + \$46 (M&IE))/day x 2 days =	\$100.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (return day)	75% x \$46 (preceding calendar day M&IE rate) =	<u>\$ 34.50</u>
<b>AMOUNT DUE EMPLOYEE</b>		<b>\$685.00</b>
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum <u>per diem rate</u> for the locality concerned. This example uses the Standard CONUS per diem rate of \$123 (\$77/ \$46).		
<b>Day 1</b> (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50.		
<b>Days 2 - 6</b> - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) x the number of days (5); pay \$430.		
<b>Days 7 - 8</b> - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) x the number of days (2); pay \$100.		
<b>Day 9</b> - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46.		
<b>Day 10</b> (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50.		
The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

2. Example 2-TDY Travel

<b>Example 2: TDY Travel</b>			
DEPART	Residence		1st Day
ARRIVE	Goteborg, Sweden		2nd Day
TDY	Goteborg, Sweden		3rd - 7th day
DEPART	Goteborg, Sweden		8th Day
ARRIVE	Residence		8th Day
GOV'T QTRS were occupied (not on a U.S. INSTALLATION) for 6 nights at Goteborg, Sweden at \$4 per night. The <u>per diem rate</u> for Goteborg, Sweden at the time the employee traveled was \$256 maximum (\$143/ \$113).			
<b>PER DIEM COMPUTATION</b>			
1 <sup>st</sup> Day	Travel day with no lodging expense	\$113 x 75% (M&IE for Goteborg) =	\$ 84.75
2 <sup>nd</sup> Day	Arrival day	\$4 (GOV'T QTRS charge) + \$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) =	117.00
3 <sup>rd</sup> -7 <sup>th</sup> Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	\$4 (GOV'T QTRS charge) + \$23 (3 deductible meals furnished each day without charge (par. C4554-B) = \$27/day x 5 days =	135.00
8 <sup>th</sup> Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
<b>AMOUNT DUE</b>			<b>\$421.50</b>

3. Example 3-TDY Travel Involving IDL with a 'Lost' Day

<b>Example 3: TDY Travel Involving IDL with a 'Lost' Day</b>			
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 (Wednesday and Thursday) 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 (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
<b>TOTAL</b>			<b>\$1,350.00</b>

4. Example 4-TDY Travel Involving IDL without a 'Lost' Day

<b>Example 4: TDY Travel Involving IDL without a 'Lost' Day</b>			
<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.</p> <p>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&amp;IE for one 8/25 date.</p> <p><b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>At</b>
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	\$72 x 75 % =		\$54
19-24 Aug (Thurs-Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272
25 Aug Wednesday	\$72 x 75 % =		\$54
<b>TOTAL</b>			<b>\$1,380</b>

5. Example 5- AOR Per Diem/TDY Travel Overnight – No Lodging Required

<b>Example 5: AOR Per Diem/TDY Travel Overnight – No Lodging Required</b>				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan.				
The employee stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan.				
The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan.				
The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb.				
The employee departed the stopover point and arrived at the residence on 2 Feb.				
Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
<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>PER DIEM REIMBURSEMENT</b>				<b>\$317.75</b>

**C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY**

The following tables are for reference purposes only. Ch 4, Part B for applicable rules. Ch 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem TDY Travel of More Than 12 Hours Footnotes: See Table # 4						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at a TDY location (not a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at a TDY location (U.S. INSTALLATION) on the same day as departed the PDS. The traveler occupied GOV'T QTRS.	Arrived at a TDY location (U.S. INSTALLATION – GOV'T QTRS available) on same day as departed the PDS. Traveler elected not to occupy available GOV'T QTRS.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to a TDY location.	Arrived at a the TDY location at which per diem at a lesser amount than rate prescribed for the TDY location as authorized under par. C4550-C on same day as departed the PDS.
<b>Per Diem for the Departure Day from the PDS</b> <sup>5/</sup>	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the lodging cost NTE the maximum TDY locality lodging ceiling. <sup>2/,4/</sup>	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the GOV'T QTRS cost <sup>11/</sup> ceiling.	75% of the TDY locality M&IE rate <sup>1/</sup> , plus the lodging cost NTE the TDY locality maximum lodging ceiling. <sup>8/</sup>	75% of the next destination locality M&IE rate (TDY/stopover point) <sup>1/</sup> for the departure day.	75% of the en route stopover locality M&IE rate, plus the lodging cost NTE the stopover locality maximum lodging ceiling. <sup>2/,4/</sup>	75% of the TDY locality M&IE rate, plus the lodging cost NTE that location's maximum lodging ceiling rate. A reduced per diem rate does not apply on the travel day to that location.
(2) Whole Days of Travel in CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at a CONUS TDY location (U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.	Each whole day at a CONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (U.S. INSTALLATION) when traveler occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (U.S. INSTALLATION) when the traveler elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS location at which the employee is authorized a reduced per diem rate.
<b>Per Diem for Whole Days of Travel</b> <sup>5/</sup>	M&IE applicable to CONUS TDY locality (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 rate, or PMR plus \$5 if the AO specifies the PMR for deductible meals <sup>6/</sup> . See par. C4554-A for M&IE rate determination.	M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/</sup> . If one or two deductible meals are provided, M&IE is PMR plus \$5 <sup>2/6/</sup> ). See par. C4554-B.	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, or, (3) PMR <sup>6/9/10/</sup> plus \$5. There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE, plus the occupied lodging cost NTE the TDY locality maximum lodging ceiling <sup>2/7/</sup> . M&IE may be at (1) the TDY locality rate, (2) Standard GMR <sup>8/</sup> plus \$5, (3) PMR <sup>6/9/10/</sup> plus \$5. There is no per diem when field duty is involved (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>2/5/7/</sup>

Quick Reference - Per Diem TDY Travel of More Than 12 Hours Footnotes: See Table # 4						
(3) Whole Days of Travel – OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at OCONUS TDY location (U.S. INSTALLATION) on the day after departing the PDS. Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (not a U.S. INSTALLATION).	Each whole day at an OCONUS TDY locality (U.S. INSTALLATION). Traveler occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS location at which the employee is authorized a reduced per diem rate.
<b>Per Diem for Whole Travel Days<sup>5/</sup></b>	The OCONUS TDY locality M&IE <sup>3/</sup> (unless the AO specifies the PMR based on deductible meals), plus the lodging <sup>4/</sup> cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost <sup>11/</sup> . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meal(s) is/are provided <sup>16/</sup> . See par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE <sup>3/</sup> plus lodging <sup>4/</sup> cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE <sup>3/</sup> if one or two deductible meal(s) is/are provided <sup>6/</sup> , <sup>26/</sup> ). See par. C4554-B.	M&IE plus GOV'T QTRS cost <sup>11/</sup> . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR <sup>8/</sup> , (3) PMR <sup>6/9/10/</sup> . Add the locality IE or \$3.50 IE <sup>3/</sup> . There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. <sup>47/</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> . Add the locality IE or \$3.50 IE <sup>3/</sup> . There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. <sup>4/ 5/7/</sup>
(4) Day(s) of Return to PDS						
	A	B	C	D	E	
	Arrived at the PDS on the 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 at which reduced per diem was authorized.	
<b>Per Diem for the Return Day to the PDS<sup>5/</sup></b>	75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. <sup>1/</sup>	For departure day from the TDY location, M&IE, plus lodging <sup>2/ 5/</sup> cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. <sup>1/</sup>	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. See par. C4553-D2c(4).	75% of the TDY locality M&IE rate. The reduced rate does not apply on the return day to the PDS.	

**FOOTNOTES**

1/ A reduced per diem rate IAW par. C4550-C and the \$3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling. The PMR for deductible meals can apply on an interim travel day.

2/ Lodging tax is separately reimbursable expense in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for tax.

3/ The TDY locality [IE](#) rate. OCONUS, the AO can determine that an IE of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for the anticipated incidental expenses. Regardless of at what location the traveler is lodged, the \$3.50 IE rate may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.

4/ Lodging tax *is not* a separately reimbursable expense in a foreign OCONUS area because an amount is included in the applicable foreign maximum lodging amount for tax.

5/ Cost of laundry/dry cleaning/pressing of clothing when travel *within CONUS* is reimbursable under the conditions in par. C4553-C2. The laundry/dry cleaning/pressing of clothing cost *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem IE for laundry.

6/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

7/ When a reduced per diem rate is authorized in the traveler's order IAW par. C4550-C, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

8/ The GMR applies if the *schoolhouse or COCOM/JTF commander (not an AO)* specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).

9/ The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).

10/ The PMR applies if the AO specifies the PMR for deductible meals (par. C4554-B).

11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging rate.

**C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION**

A. Purpose. Per diem is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. 'Lodging-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is/are authorized a safe haven allowance computed using the 'Lodging-Plus' per diem computation method for each day in an evacuation status. *Actual expense allowances described in Ch 4, Part C, do not apply to an evacuation.* The 'Lodging-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem is intended to cover, PER DIEM (APP A definition) and Ch 4, Part B. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Since an evacuated employee and/or dependent may stay with a friend/relative while at a safe haven, the rule in par. C4555-B3 applies. *That is, if an evacuated employee or dependent stays with a friend/relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend/relative.* This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodging) from a friend/relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. Example in par. C4567-C. GOV'T dining facility/mess or open mess availability/use has no effect on per diem for an employee/dependent(s) even though such facilities may be or are used without charge to the employee/dependent. Per diem payable under par. C4567 may be paid in advance IAW Ch 6, Part D, §550-403(d).

C. Per Diem Computation Example

1. The following example illustrates the method used for computing per diem incident to evacuation.
2. The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.
3. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to per diem.
4. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a reimbursable expense.

5. Tax is part of the lodging cost.
6. The cost of a value added tax (VAT) relief certificate is a reimbursable expense (APP G) if the certificate is used to avoid paying the lodging tax.
7. CONUS per diem rates do not include laundry/dry cleaning/pressing of clothing.
8. OCONUS per diem rates include laundry/dry cleaning/ pressing of clothing.

<b>COMPUTATION EXAMPLE</b>			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60/day for lodging tax (8%). The maximum per diem applicable at that location was \$146 (\$85/ \$61).			
<b>(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):</b>			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$146) (\$85/ \$61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee:	<b>\$61</b>	<b>\$85</b>	<b>\$146</b>
Employee's spouse	<b>\$61</b>	<b>\$85</b>	<b>\$146</b>
Child (age 12 or older)	<b>\$61</b>	<b>\$85</b>	<b>\$146</b>
Child (under age 12)	<b>\$30.50</b> (\$61 x 50%)	<b>\$42.50</b> (\$85 x 50%)	<b>\$ 73</b>
Max daily amt that may be paid for costs incurred by employee and 3 dependents	<b>\$213.50</b>	<b>\$297.50</b>	<b>\$511</b>
<b>(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$213.50 for M&amp;IE and NTE \$297.50 for lodging), as follows:</b>			
M&IE:	\$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$297.50) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$308.50 (Daily amount that is payable to the employee and dependents (within the maximum \$511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60/day		
Total:	\$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		

<p>(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable <b>per diem rate</b>, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31<sup>st</sup> through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:</p>			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Employee's spouse	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Child (age 12 or older)	<b>\$36.60</b> (\$61 x 60%)	<b>\$51</b> (\$85 x 60%)	<b>\$87.60</b>
Child (under age 12)	<b>\$18.30</b> (\$61 x 30%)	<b>\$25.50</b> (\$85 x 30%)	<b>\$43.80</b>
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	<b>\$128.10</b>	<b>\$178.50</b>	<b>\$306.60</b>
<p>(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$128.10 for M&amp;IE and NTE \$178.50 for lodging), as follows:</p>			
M&IE:	\$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$223.10 (Daily amount payable to the employee and dependents within the maximum \$306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60/day		
Total:	\$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

## PART H: POC TRAVEL

### C4720 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.
2. *POC travel may not be directed*; but is permitted in the GOV'T's interest or for the employee's convenience, as appropriate, when requested by the employee.
3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passenger(s) (FTR §301-10.307).
4. POC use is encouraged when it is to the GOV'T's advantage.
5. Necessary POC travel is authorized in the travel order with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2600) or PCS MALT rate for PDT travel.
6. POC travel not authorized in advance of travel may be approved by travel order amendment after travel by the AO. APP I2 for travel order policy and procedures.
7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if to the GOV'T's advantage.
8. An employee may not be prohibited from using a POC on official travel (FTR §301-70.105). If an employee elects to use a POC instead of the authorized transportation mode:
  - (a) Reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and
  - (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

### C4725 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 authorization (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.

### **C4730 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE**

#### **A. General**

1. Limitations. APP I2 for travel order policy and procedures.
2. Mileage Rate. Mileage rates in par. C2600 or C2605 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
4. Other Costs. The following costs are allowable in determining constructed costs:
  - a. Tolls, ferry fares, parking fees and other allowable costs in par. C4750; and
  - b. Usual transportation costs to and from common carrier terminals.
5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem IAW par. C4485.
6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee constructed cost when RAT is involved.
7. Reimbursement
  - a. Reimbursement is based on the official distance IAW par. C2650.
  - b. The total payment may not exceed the authorized transportation mode constructed cost total including constructed per diem for travel by that mode.
  - c. The lesser of actual POC costs or the constructed costs is reimbursed IAW par. C4780.

#### **B. Constructed Cost Comparison by Airplane**

1. Accommodations. Coach accommodations (par. C3500) on a commercial air carrier are used as the basis for constructed cost.
2. Contract City Pair Airfare. If air carrier city pair airfares provided under GSA contract are:
  - a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non capacity controlled city pair airfare, not the capacity controlled city pair airfare if both are available.
  - b. Not available between the origin and destination, the constructed cost is limited by the POLICY

CONSTRUCTED airfare (APP A) between the origin and destination (with the exception noted in par. C3505-A).

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

3. Accommodations. Economy/coach accommodations are presumed available from a carrier when economy/coach is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (par. C2415 and C2420) only when extra fare service has been authorized as being to the GOV'T's advantage.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the bus transportation constructed cost.

**C4740 TDY MILEAGE ALLOWANCES FOR POC USE**

An individual engaged in official business for the GOV'T may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

**C4745 POC USE FACTORS**

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2600, and private automobile rates affected by pars. C4745 may be prescribed in an order.

B. POC Use to the GOV'T's Advantage. POC TDY mileage rates are in par. C2600 for POC travel that is to the GOV'T's advantage.

C. POC Use Not to the GOV'T's Advantage

1. Reimbursement. When POC TDY travel is not to the GOV'T's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the order.

2. Constructed Cost. Par. C4730.

3. POC Use Instead of GOV'T Furnished Automobile. Par. C4785.

4. POC Use for Local Travel. Pars. C2800 AND C2805.

D. Privately Owned Automobile (POA) Instead of GOV'T Furnished Automobile (FTR §301-10.310)

1. GOV'T Furnished Automobile Use to the GOV'T's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a GOV'T Furnished automobile would be to the GOV'T's advantage (par. C2600).

- b. Higher TDY Mileage Rate. Exceptions to the GSA prescribed rates may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the GOV'T furnished automobile cost would be higher than the GSA prescribed rate. In such instances, the DoD COMPONENT may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2600 for an automobile) for advantageous use that most nearly equals the cost of providing a GOV'T furnished automobile in those circumstances.
- c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C4750 that would have been incurred if a GOV'T furnished vehicle had been used.
2. GOV'T Furnished Vehicle Available. When use of an available GOV'T furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2600.
3. Reimbursement when Transportation in a GOV'T Furnished Automobile as Passenger/Driver Is Available
- a. GOV'T Vehicle Makes the Trip. When an official traveler is authorized transportation in a GOV'T furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the GOV'T furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).
- b. Traveler Authorized to Use a POC. If under the circumstances in par. C2184-D3a, the GOV'T furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the rate for POC use when GOV'T furnished vehicle use is to the GOV'T's advantage in par. C2600 (62 Comp. Gen. 321 (1983)).
- c. GOV'T Vehicle Does Not Make the Trip. If the GOV'T furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2600 for POC use when GOV'T furnished vehicle use is to the GOV'T's advantage.

#### **C4750 REIMBURSABLE EXPENSES**

See APP G for reimbursable expenses ICW POC travel on TDY.

#### **C4755 TRAVELING TOGETHER**

1. POC TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the TDY mileage payable to the official traveler authorized to be reimbursed because another passenger (GOV'T or non GOV'T official traveler) travels with the official traveler and contributes to paying operating expenses.

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#### C4760 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

***NOTE: 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

for the most direct route.

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/PDS to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler 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: Terminal parking fees while TDY are reimbursable NTE the cost of two one way taxi fares, including allowable tips.***

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 paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers 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 the TDY traveler (usually the driver) who incurs the expense is paid 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 taxi fares, including allowable tips.***

#### C4770 PER DIEM FOR POC TRAVEL

A. POC Use Is to the GOV'T's Advantage. When POC use is to the GOV'T's advantage, per diem is computed as prescribed in Ch 4 Part B for the allowable travel time under par. C2410.

B. POC Use Not to the GOV'T's Advantage

1. When POC use is not to the GOV'T's advantage, per diem is limited under par. C4780, except when a POC is used instead of a GOV'T furnished automobile (par. C4785).
2. When a POC is used under the conditions in par. C4785, per diem is reimbursed under par. C4780.

## C4775 TRAVEL TIME

Necessary travel time is allowed when POC use is to the GOV'T's advantage. Par. C4770. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the GOV'T's advantage except for travel under par. C4785.

## C4780 POC TRAVEL REIMBURSEMENT COMPUTATION

### A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C4770.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721).
4. Par. C4750 for other allowable costs.

### B. Not to the GOV'T's Advantage

#### 1. Limitation

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C4745, plus per diem for the travel time authorized in par. C3025 for commercial transportation.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. C4780 does not apply to travel performed under par. C4785. B-183480, 4 September 1975.

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

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4780.
- c. The per diem rate in the order is used for computing per diem.

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

- a. The GOV'Ts constructed transportation cost is computed on airfares or charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare; par. C4730) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the GOV'T would pay if GOV'T procured transportation had been provided.
- c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.

d. The constructed POC transportation cost includes transportation expenses for:

- (1) The official traveler claiming TDY mileage, and
- (2) Persons performing official travel as passengers in the same conveyance.

e. If the PDS has multiple airports see APP P, Part 2, par. E1.

4. Comparison

a. 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.

b. Par. C4730 for determining common carrier constructed cost.

5. Passengers

a. Passengers are not authorized TDY mileage.

b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

c. 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 their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. *Reimbursement is the actual transportation costs in pars. C5905 and C5915, instead of paying TDY mileage and other reimbursable expenses.*

D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2600 prescribes the current TDY mileage rate; and par. C2605 prescribes the current MALT rate.

<b>EXAMPLE 1</b>					
<b>TDY Per Diem and POC TDY Mileage Computation</b>					
An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The order directs the traveler to travel by common carrier; however, the traveler elects to travel by POC which is not to the GOV'T's advantage (par. C4720). The traveler arrives at the TDY location on 3 Jun, completing TDY assignment on the same day.					
Reimbursement is limited to the common carrier constructed cost.					
The maximum per diem rate for the TDY location is \$123 (\$77/ \$46) and the actual lodging cost is \$40. The 12 hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.					
The round trip official POC distance is 1,500 miles (750 miles one way). Parking fees are not authorized for this example.					
The traveler is paid \$478.27 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel policy.					
<b>ITINERARY</b>					
<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>POC Distance</u>
1 Jun	Residence	1st Stopover	\$137 (\$91/ \$46)	\$90	400
2 Jun	En Route	2nd Stopover	\$139 (\$93/ \$46)	\$75	300
3 Jun	En Route	TDY Station	\$123 (\$77/ \$46)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$137 (\$91/ \$46)	\$80	400
5 Jun	En Route	4th Stopover	\$127 (\$81/ \$46)	\$85	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50
<b>REIMBURSEMENT</b>					
<b>ACTUAL POC TRAVEL COST</b> (including per diem on travel day to and from Location B)					
Day 1	\$90 (highest stopover lodging cost) + (75% x \$46) =				\$ 124.50
Day 2	\$40 + \$46 (Arrive TDY location) =				\$ 86.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) - \$210.50</b>					
Day 3	\$46 x 75% (use TDY MI&E rate) =				\$ 34.50
<b>Per Diem for Travel from Location B (TDY) to Location A (residence) - \$34.50</b>					
Transportation Costs	Round trip TDY mileage – 1,500 miles x \$.51/mile =				\$765.00
	Round trip tolls				\$ 12.00
<b>Actual POC Travel Cost Total</b>					<b>\$1,022.00</b>
<b>COMMON CARRIER CONSTRUCTED COST</b> (including per diem on travel days to and from Location B)					
Day 1	\$40 (lodging cost) + (75% x \$46) =				\$ 74.50
Day 2	\$40 + \$46 (TDY location) =				\$ 86.00
Day 3	75% x \$46				\$ 34.50
Transportation Costs	1 round trip air coach ticket (including GOV'T paid tax)				\$163.27
	Shuttle costs between airport and hotel (\$20 each way, par. C2101-A)				\$ 40.00
	Taxicab costs between residence and airport (\$40 each way, par. C2101-B)				\$ 80.00
<b>Constructed Common Carrier Travel Cost Total</b>					<b>\$478.27</b>

**EXAMPLE 2**

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

An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). A determination is made that POC use is to the GOV'T's advantage. The traveler is authorized to travel using POC in the GOV'T's interest and arrives at the TDY location on day 3, completing the TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round trip official POC distance is 1,700 miles (850 miles one way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example.

The traveler is paid \$1,417 (actual travel cost by POC) since POC was authorized as being to the GOV'T's advantage.

**ITINERARY**

<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>POC Distance</u>
1 Aug	Residence	1 <sup>st</sup> Stopover	\$134 (\$88/ \$46)	\$60	400
2 Aug	En Route	2 <sup>nd</sup> Stopover	\$123 (\$77/ \$46)	\$50	400
3 Aug	En Route	TDY Station	\$134 (\$88/ \$46)	\$65	50
4 Aug	TDY Station	3 <sup>rd</sup> Stopover	\$123 (\$77/ \$46)	\$50	400
5 Aug	En Route	4 <sup>th</sup> Stopover	\$134 (\$88/ \$46)	\$60	400
6 Aug	En Route	Residence	Use 4 <sup>th</sup> stopover MI&E		50

**REIMBURSEMENT**

**ACTUAL POC TRAVEL COST**

(including per diem on travel days to and from Location B)

Day 1	\$60 + (75% x \$46) (1 <sup>st</sup> stopover MI&E rate and lodging cost) =	\$ 94.50
Day 2	\$50 + \$46 (2 <sup>nd</sup> stopover lodging cost and MI&E rate) =	\$ 96.00
Day 3	\$65 + \$46 (Arrive TDY location) =	\$111.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) = \$301.50</b>		
Day 4	\$50 + \$46 (Depart TDY location 3rd stopover lodging cost) =	\$ 96.00
Day 5	\$60 + \$46 (4th stopover M&IE rate and lodging cost) =	\$106.00
Day 6	75% x \$46 (Use 4th stopover MI&E rate) =	\$ 34.50
<b>Per Diem for Travel from Location B (TDY) to Location A (residence) = \$236.50</b>		
Transportation Cost	Round trip TDY mileage – 1,700 miles x \$.51/mile =	\$867.00
	Round trip tolls =	\$ 12.00
<b>Actual Travel Cost by POC Total</b>		<b>\$1,417.00</b>

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged IAW pars. C2400 and C2405; and
- b. Reimbursed IAW pars. C2415 and C2420.

2. To the GOV'T's Advantage

- a. If an official traveler is authorized POC travel as being to the GOV'T's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,

- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel directing/approving official may approve, actual travel cost (TDY mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the GOV'T's Advantage. If an official traveler is not authorized POC travel as being to the GOV'T's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized TDY mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C4780 for authorized travel.

#### **C4785 POC USE INSTEAD OF GOV'T FURNISHED AUTOMOBILE USE**

***NOTE:*** See Ch 5, Part B for PCS distances.

A. General. TDY mileage reimbursement for POC use instead of GOV'T furnished automobile use is based on the cost incurred had a GOV'T furnished automobile (see APP A definition) been used. In addition to TDY mileage reimbursement (see par. C2600 for current rates) for the official distance, the official traveler is authorized reimbursement for expenses authorized under par. C4750 and per diem or AEA, whichever applies, as prescribed in Ch 4 Part B or Ch 4 Part C for the allowable travel time for POC to the GOV'T's advantage as computed under par. C3025. ***NOTE:*** *The authorized travel days are calculated using 400 miles (or an increment thereof) per calendar day (e.g., 415 miles = 2 calendar days).*

B. TDY Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except for an airplane) is determined using the DTOD distance (see par. C2650), the appropriate TDY mileage rate in par. C2600, and the factors in par. C4745.

C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. C4785 NTE the necessary travel time for the most direct usually traveled route. Unless satisfactorily explained, 'necessary' excess travel time for the most direct usually traveled route is disallowed for per diem computation.

D. Statement. When claiming POC TDY mileage reimbursement instead of the GOV'T furnished automobile reimbursement prescribed in par. C4745, the official traveler must provide a written statement (consult finance regulations to see if the statement must be submitted with the voucher) that a GOV'T furnished vehicle use was not authorized for the TDY assignment, and that POC TDY mileage reimbursement was not limited under par. C4745. See APP I, Part 2 for travel order policy.

**SECTION 2: OCONUS POV TRANSPORTATION**

**NOTE:** See Section 3 for CONUS POV transportation.

**C5208 ELIGIBILITY****A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at GOV'T expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

**B. Criteria**

1. One POV may be transported at GOV'T expense when it is in the GOV'T's interest for the traveler to have POV use at the PDS ([FTR §302-9.501](#)). The POV must be in operating order, legally titled and tagged for driving by a licensed traveler named on the relocation travel order ([FTR §§302-9.302](#) and [302-9.504-506](#)).
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the GOV'T's interest for the traveler to retain the POV at the PDS.
3. A written record of any determination must be filed IAW personnel directives.

**C. Conditions.** A determination/re-determination that it is "in the GOV'T's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

**D. Travelers Assigned to Johnston Island**

1. A traveler, assigned to Johnston Island, may transport one POV at GOV'T expense from the port/VPC serving the old PDS to the port/VPC serving HI if HI is the location at which dependents are to reside during the specified tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving HI to:
  - a. The port/VPC serving the new PDS, or
  - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving HI to the port/VPC from which the POV was originally transported to HI.

**C5212 AUTHORITY**

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the GOV'T's advantage IAW par. C5208. Par. C2166 concerns oceangoing car ferry use.
2. The local GOV'T:
  - a. Prohibits POV importation; or
  - b. Applies restrictions on such POV importations;
3. Pertinent DoD COMPONENT regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to HI under par. C5208-D;
4. A POV is purchased in a non foreign OCONUS area by a traveler not permanently assigned in that non foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non foreign OCONUS PDS. This item prohibits only the transportation at GOV'T expense incident to the traveler's PCS following vehicle purchase; or
5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.  
***NOTE:** [Title 5 USC §5727](#) authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS ([68 Comp. Gen. 258 \(1989\)](#)).*

**Example 1:** A traveler residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

**Example 2:** A traveler residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the HI PDS.

**Example 3:** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the HI PDS.

**Example 4:** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the GOV'T's interest for the employee to have the POV in HI.

6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the GOV'T's interest ([CBCA 827-RELO, 4 October 2007](#)).
7. The POV is not in operating order, or is not legally titled and tagged for driving; or there is no traveler cited on the relocation travel order who is licensed to drive the POV. See [FTR §§302-9.301, 302-9.302, 302-9.501](#) and [302-9.504-6](#).

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;

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2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to HI IAW par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the GOV'T's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to HI IAW par. C5208-D, and the traveler is returning through transfer for the GOV'T's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the GOV'T's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to HI IAW par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the GOV'T's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the GOV'T's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the GOV'T's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C5550; or
7. Is stationed at an OCONUS PDS where initially it was in the GOV'T's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at GOV'T expense to the port/VPC serving the actual residence.

**C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS****A. General**

1. POV transportation at GOV'T expense is:
  - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
  - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
  - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. C5208-D.
2. *Shipment may not be authorized at GOV'T expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at GOV'T expense includes port handling charges for readying the POV for:
  - a. Shipment at the loading port/VPC, and
  - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

**B. Alternate Ports**

1. Transportation at GOV'T expense is authorized between the port/VPC serving the origin point and the port/

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VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at GOV'T expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The GOV'T's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the GOV'T's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When an employee is authorized to return a POV at GOV'T expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The GOV'T's transportation cost liability is NTE the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non foreign OCONUS area (APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

**C. Transportation to/from Ports/VPCs**

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD COMPONENT must pay the entire cost of transporting the POV from the:

a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or

b. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation, to the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9.104)

a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

b. Limited to the actual cost of having the POV transported between the:

(1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC,

(2) Port/VPC and the traveler's new OCONUS PDS, or

(3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9.104)

a. Per Diem Not Allowed. *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*

b. Status. Administrative Leave and duty status incident to a PCS is addressed in [DoDI 1400.25, V630](#).

c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as

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appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

d. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

- (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

- (1) To the port/VPC to deliver the POV, and
- (2) From the port/VPC after reclaiming the POV.

f. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- (1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- (2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

g. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

(1) The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC plus a \$3 tip to the driver. *A transportation related tip is reimbursable IAW APP G.* Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$38 for between port/VPC and airport transportation = \$84.

(2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 including a \$5 tip is \$185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$300 for the one-way transportation cost of \$185 and one-way PCS MALT of \$115.

***NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.***

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

***NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.***

a. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);

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- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- (1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) PCS MALT from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE;
- (3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- (4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the traveler returns there to pick up dependents.

**C5220 CIRCUMSTANCES****A. Transfer or Assignment between OCONUS PDSs**

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at GOV'T expense provided the maximum amount the GOV'T pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in HI for an employee assigned on Johnston Island whose dependents reside in HI.
2. If, due to changed circumstances at a PDS, it is no longer in the GOV'T's interest for the traveler to have a POV at the PDS, the traveler may transport it at GOV'T expense to another OCONUS PDS to which the traveler is transferred if it is in the GOV'T's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at GOV'T expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the GOV'T may not pay more than the transportation cost from the place to which it was last transported at GOV'T expense.

**B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS**. If the traveler, for reasons unacceptable to the DoD COMPONENT concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the GOV'T's convenience, the GOV'T may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

**C. Agreement Not Completed and Traveler Returns to CONUS for Separation**

1. If the traveler, for reasons unacceptable to the DoD COMPONENT concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the GOV'T may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

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2. If the POV is transported to a location other than the port/VPC serving the actual residence, the GOV'T may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

**D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T**

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the GOV'T, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at GOV'T expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the GOV'T's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.
3. Any excess costs are the traveler's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

**C5224 SHIPMENT METHODS****A. GOV'T Arranged POV Transportation**

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

**B. Traveler Arranged POV Transportation ([FTR §302-9.142](#) [§302-9.207](#))**

1. If POV transportation is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
  - a. The Status of Forces Agreement (SOFA),
  - b. Use of U.S. carriers,
  - c. Import/export processes, and
  - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

**C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY**

When PCS travel by POC is authorized as being to the GOV'T's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV

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delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

**C5232 REPLACEMENT POV TRANSPORTATION**

A. General. When a POV, transported at GOV'T expense to an OCONUS area or to HI for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the par. C5232-B or C5232-C conditions are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD COMPONENT concerned.

C. Non Emergency Replacement. Non emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
2. It is in the GOV'T's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at GOV'T expense within any 4-year continuous service period.
2. One non emergency replacement POV may be transported at GOV'T expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

**C5234 STORAGE ICW CONTINGENCY OPERATIONS TCS**

A. General. The term "contingency operations" under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the APP A definition. See APP A, CONTINGENCY OPERATIONS.

B. Eligibility. An employee (or dependent of an employee) is eligible to have one POV temporarily stored at a storage facility if the employee is:

1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and
2. Eligible for expenses authorized in JTR, CH 5, Part O (FTR Part 302-3), and
3. The head of your agency determines it would be to the GOV'T's advantage to authorize storage of a POV.

C. Limitations

1. Not more than one POV at any given time during the TCS period.
2. Only one POV may be stored at GOV'T expense for the duration of the TCS.

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D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty (FTR, §302-9.401).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned or leased by the employee or dependent of the employee that is used for personal use of the employee/dependent include:
  - a. Necessary expenses for actual storage,
  - b. Readyng the POV for storage and for return to the traveler after the emergency has ended,
  - c. Local transportation expenses to and from storage, and
  - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

**C5235 CARE AND STORAGE**

The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at employee's expense) until the POV is delivered to the employee. The USTC website at: [dtr\\_part\\_iv\\_app\\_k\\_4.pdf](http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf), "Storing your POV" at: [http://www.transcom.mil/j5/pt/dtrpart4/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf) for the employee's responsibilities and other requirements related to storing a POV. ***Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.*** An employee is financially responsible for storage and/or transportation of additional POVs.

**C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION**

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at GOV'T expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the GOV'T's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD COMPONENT concerned whether the POV is already located at, or being transported to, the post of duty ([FTR, §302-9.401](http://www.ftr.mil/302-9.401)).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
  - a. Necessary expenses for actual storage,
  - b. Readyng the POV for storage and for return to the traveler after the emergency has ended,
  - c. Local transportation expenses to and from storage, and
  - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

**C5238 ADVANCE FOR TRANSPORTATION AND EMERGENCY STORAGE OF POV ([FTR §302-9.11](#))**

An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

## PART G: MEA DUE TO HOUSEHOLD RELOCATION

### C5300 GENERAL

*Effective date of transfer of 1 August 2011 or later.*

A. Purpose. The purpose of MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Ch 5, Part F for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see [DSSR](#), [FTA](#) and [HSTA](#) sections 240 and 250, respectively, as stated in par. C1260..

### C5305 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,
2. An appropriate service agreement is signed,
3. The employee moves out of the old residence, and,
4. The employee establishes a new temporary or permanent residence (GSBCA [16018-RELO, 15 August 2003](#)).

B. Employees Not Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

***NOTE 1:*** See par. C5080-B *New Appointee and Student Trainee Appointments and Assignments to the First PDS.*

***NOTE 2:*** *A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to DSSR, Section 240 at [http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81) as stated in par. C1260.*

2. An employee performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and
4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4630.

## C5310 REIMBURSEMENT

***NOTE:*** The new MEA amounts (\$650 and \$1,300) are effective for PCS orders with effective date of transfer (see Appendix A) on/after 18 July 2011. PCSs with effective date of transfer before 18 July 2011 continue to use the old MEA rates of \$500 and \$1,000.

### A. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$650 and \$1,300.
2. Two Employees in One Household
  - a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee ([FTR §302-3.201](#)).
  - b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the *with dependent rate* (see [FTR §302-3.202](#)).
  - c. Even if each employee without dependents has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees ([73 Comp. Gen. 164 \(1994\)](#)).
  - d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBGA [16608-RELO, 3 August 2005](#). An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.
  - e. **EXCEPTION:** A first appointee assigned to an OCONUS PDS is paid IAW the [DSSR, Sec. 241.2](#) if paid under the FTA Rule. See par. C1260.

### B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of \$650 or the equivalent of 1 week's basic compensation;
2. Employees with dependents: the lesser of \$1,300 or the equivalent of 2 week's basic compensation; or
3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of \$650 or the equivalent of 1 week's basic compensation. When an employee:
  - a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
  - b. Relocates the dependents or HHG within the 1-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

***NOTE 1:*** An employee is authorized MEA at the with dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ([B-184558, 12 August 1976](#)).

***NOTE 2:*** An employee is authorized MEA at the “without dependents rate” if the employee’s dependents return early IAW par. C5450 and do not relocate the household when the employee returns and is authorized PCS allowances ([B-194061, 12 September 1979](#)). For an employee to be authorized MEA at the “with dependents” rate, the employee’s dependents must discontinue a prior residence and establish a new residence ICW the employee’s PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:
  - a. Claim is supported by evidence of expenses incurred, and
  - b. Total amount does not exceed the employee's basic salary rate of:
    - (1) 1 week if the employee is without dependents, or
    - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in [5 USC §5332](#).
4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non refundable utility fees/deposits;
- \*4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment ([CBCA 2701-RELO 26 July 2012](#)), and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non foreign OCONUS area for non participants in the DoD POV Import Control Program ([62 Comp. Gen. 282 \(1983\)](#));
6. Rental agent fees customarily charged for securing housing in foreign countries;
7. Pet quarantine charges ([B-206538, 14 September 1982](#)) **excluding** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. C5400.;
8. Pet transportation (cats, dogs, and other house pets) ([FTR §302-16.1](#)); **NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;**

**GSBCA Ruling Involving Costs Related to “UK Pet Scheme”**

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK’s requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee’s travel voucher included the above listed expenses as itemized miscellaneous expenses. The employee’s agency reimbursed a total of \$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA [16827-RELO, 14 April 2006](#)). *This decision is available at: <http://www.gsbca.gsa.gov/relo/s1682714.pdf>.*

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights ([56 Comp. Gen. 53 \(1976\)](#));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA [16104-RELO, 19 June 2003](#));

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA [16104-RELO, 19 June 2003](#));

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the GOV’T’s interest (GSBCA [16351-RELO, 1 April 2004](#));

*Effective date of transfer of 1 August 2011 or later.*

13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

E. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;
2. Costs that are not allowed in JTR;
3. Costs reimbursed under other provisions of law or JTR;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;
5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;
10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary QTRS;
20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station ([CBCA 2660-RELO, 26 January 2012](#));
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and
22. Costs of newly purchased items, such as rugs or drapes.

F. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in [DoDFMR Vol. 9](#) for costs associated with relocation,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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## PART S: POC PERMANENT DUTY TRAVEL

### C5900 AUTOMOBILE USE ([FTR Part 302-4](#))

#### A. General

1. Automobile use is to the GOV'T's advantage for:

- a. First duty station travel by a newly recruited employee or appointee,
- b. PCS travel, or

c. Separation travel.

\*2. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2605.

\*3. RAT by automobile is to the GOV'T's advantage when travel and transportation costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. *See par. C5060 for travel time and par. C4780 for RAT reimbursement by automobile.*

#### B. Using One or Two POCs ([FTR §302-4, Subpart F](#))

\*1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed MALT rate (see par. C2605) and car ferry fees applicable for each POC.

\*2. Except as in par. C5900-C, MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***

3. MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

#### C. Using More than Two POCs ([FTR §302-4.500 and 302-4.700d](#))

***NOTE: The terms "family members" or "dependents" in par. C2159 include only those traveling by POC.***

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

#### 2. MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, the MALT allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid MALT for the one-way official distance from old to new PDS on the second trip).

\*3. Documentation. The applicable conditions in par. C5900-C2 should be shown in the travel order or approved by travel order amendment after the fact. See APP I, Part II for travel order policy.

D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

#### C5905 AIRCRAFT

##### A. Privately Owned Airplane

1. The use of a privately owned airplane for:

- a. First duty station travel by a newly recruited employee or appointee,
- b. PCS travel,
- c. Separation travel, or
- d. RAT

is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

\*2. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage, is at the appropriate TDY mileage rate in par. C2600.

3. Travel time is as provided in par. C5060.

\*4. Reimbursement computation for travel by privately owned airplane is in par. C4780.

##### B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

2. Expenses

- a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
- b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

#### C5910 PRIVATELY-OWNED MOTORCYCLE

A. PCS-related Travel Policy. The use of a privately owned motorcycle is to the GOV'T's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel,
3. Separation travel, or
4. RAT

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

\*B. TDY Related Travel Policy. TDY motorcycle travel reimbursement that is to the GOV'T's advantage is paid at the appropriate TDY mileage rate in par. C2600.

C. Travel Time. Travel time is as provided in par. C5060.

\*D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C4780.

**\*C5915 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). ***Per diem and travel time are based on the air travel time.*** ([59 Comp. Gen. 737 \(1980\)](#)) The AO, IAW par. C3210-C2 and APP I3, par. E4a(5), must ensure a statement is on the travel order indicating that GOV'T procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available GOV'T procured air transportation (plus appropriate per diem).

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**APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at <http://www.dtic.mil/comptroller/fmr/> prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. A traveler is authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><b>ATM Use (Civilian Employee).</b></p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. <u>DoDFMR</u>, Volume 9, Ch 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p><b>ATM Use (Uniformed Member)</b></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.</p> <p>3. <u>DoDFMR</u>, Volume 9, Ch 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p><b>*Baggage, Excess Accompanied (Transportation Cost)</b>. Excess accompanied baggage transportation (APP A1 'Baggage' definition) costs may be authorized/approved by the AO (JFTR, par. U3105 and JTR, par. C3105). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.</p>	X	X	X	X
<p><b>Baggage Expenses</b>. Reimbursement may be authorized/approved for necessary travel and transportation-related baggage expenses "handling" incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (APP A 'Baggage' definition) when the Service/Agency determines the baggage and related expenses are necessary and in the GOV'T's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include:</p> <p>1. <u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.</p> <p>2. <u>Baggage Storage</u> when charges are result of official business (with explanation).</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>3. <u>Curbside Baggage Check-in Fee</u></p> <p>a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable.</p> <p>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p>				
<p><b>Baggage Handling Tips.</b> Reimbursement is authorized/approved for necessary travel and transportation-related baggage handling tip expenses incurred on official business per the AO determination. Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</p> <p>1. <b>Uniformed Member</b></p> <p>a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. <u>Lodging Establishment.</u> Reimbursement is authorized <i>only</i> for transportation-related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7460-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</p>	X	X	X	X
<b>Birth Certificate.</b> The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
<b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost ( <a href="#">52 Comp. Gen. 73 (1972)</a> ).	X	X	X	X
<b>Cell Phone Use.</b> When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
<b>Check Cashing.</b>				
1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.	X	X	X	X
2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.				
<b>Check Costs.</b> The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Communication Services.</b> GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X
<b>Currency Conversion Fees</b>	X	X	X	X
1. <u>Reimbursable</u> a. The fee charged ICW currency conversion, including cash conversions. b. The “international transaction fee” for official qualifying transactions charged by: (1) <u>GTCC</u> . This 1% charge is listed as a separate line item on the billing statement. (2) <u>Other than GTCC</u> . When a member ( <i>NOT A CIVILIAN EMPLOYEE</i> ) is formally exempt from using the GTCC, this charge on a non-GTCC billing statement is reimbursable. 2. <u>Not Reimbursable</u> . Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</b> 3. <u>Exchange Rates</u> . A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. <u>Supplemental Vouchers</u> . A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
<b>Conveyance, Government.</b> <u>When a GOV'T conveyance is authorized</u> , reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are: 1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares; 5. Bridge, road or tunnel tolls; 6. trip insurance for travel in foreign countries (APP G, Insurance, Driving-Related); 7. Guards; and 8. Storage fees.		X		X
<b>Disease Prevention Measures.</b> When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Energy Surcharge Fees</b>	X	X	X	X
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>GTCC</b>				
*1. <u>Late Payment Delinquent Fees.</u> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. <a href="#">DoDFMR, Volume 9</a> , Ch 3, par. 031306 for definition of mission critical personnel and		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
processing requirements.				
2. <u>Expedited Delivery</u> . Reimbursable when authorized/approved by the AO.				
*3. <u>Chip/PIN Card Issue Fee</u> . Reimbursable when authorized/approved by the AO.				
<b>Guide Services</b> . Reimbursable when authorized/approved by the AO.		X		X
<b>Insurance, Driving-Related</b> . Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
<b>Interpreter Services</b> . Reimbursable when authorized/approved by the AO.		X		X
<b>Laundry/Dry Cleaning Expenses (Civilian Employee Only)</b>				
1. <u>Reimbursable for CONUS Travel</u> . Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel <b>within CONUS</b> requires at least 4 consecutive nights lodging.			X	X
2. <u>Not Reimbursable for OCONUS Travel</u> . <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel</i> . It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
<b>Laundry/Dry Cleaning Expenses (Uniformed Member Only)</b>				
1. <u>Reimbursable for CONUS Travel</u> . Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2/day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).		X		
2. <u>Not Reimbursable for OCONUS Travel</u> . <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel</i> . It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
<b>Legal Service Fees</b> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>License/Permit, International Driver's</b>				
1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.				
2. The cost of license/permit photos is reimbursable.	X	X	X	X
3. <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.				
4. <i>This reimbursement applies only to a member/employee but not dependents.</i>				
<b>Lodging, Dual</b> . Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.			X	X
<b>Lodging Fees/Daytime Lodging Charges</b> . Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.			X	X
<b>Lodging, Mandatory Fees/Charges</b> . Separately reimbursable, in addition to room rate, when the expense is:				
a. not optional; and			X	X
b. approved by the AO.				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'				
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
<b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).  1. <b>Reimbursable.</b> Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.  2. <b>Not Reimbursable.</b> Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .	X	X	X	X
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>  1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.  2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.  3. <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , and cases cited therein.  4. The AO should consider if the:  a. Traveler acted reasonably and prudently in incurring lodging expenses;  b. Traveler had a reasonable expectation of completing the TDY as authorized;  c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and  d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>  1. <b>Reimbursement Eligibility</b>  a. <b>General.</b> Reimbursement is authorized for a:  (1) Member,  (2) Employee, and  (3) Dependent (member's and/or employee's).  b. <b>Uniformed Member.</b> Reimbursement authority is for a member who is:	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>(1) Assigned to a foreign OCONUS area,</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or</p> <p>(3) Emergency Technical Support Personnel. Item 5 below.</p> <p>c. <b>Civilian Employee.</b> Reimbursement authority is for an employee who is:</p> <p>(1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. Item 5 below.</p> <p>d. <b>Dependent</b> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. <b>Acquired Dependent (Uniformed Member Only).</b> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <b>Biometric Fees.</b> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <b>Dependent Fee.</b> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <b>Emergency Technical Support Personnel.</b> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <b>Visa, Green card, and Photograph Fee for OCONUS Travel.</b> These fees are reimbursable ICW official travel.</p> <p>7. <b>Legal Service Fees.</b> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <b>Medical Expenses.</b> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are <b>not</b> reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <b>Passport Fees.</b> An official traveler ordinarily travels on a no-fee passport. The three types of <a href="#">U.S. passports</a> are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <a href="#">regular fee passport</a>. <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).				
10. <u>Physical Examination Fees</u> . These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) ( <a href="#">GSBCA 15435-RELO, 9 April 2001</a> ). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.				
11. <u>Order for Visas and Physical Examinations</u> . A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: <ul style="list-style-type: none"> <li>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</li> <li>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</li> </ul>				
12. <u>Travel Not Required</u> . Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).				
<b>Personal Expenses. Personal expenses are NOT reimbursable.</b> These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.				
<b>Pet Quarantine.</b> JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
<b>Phone Calls (Official)</b> <ul style="list-style-type: none"> <li>1. The AO:                             <ul style="list-style-type: none"> <li>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</li> <li>b. Should limit communications to a dollar amount in advance of the TDY, and</li> <li>c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV, 18 August 1998</a>).</li> </ul> </li> <li>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</li> </ul>		X		X
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.				
<b>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X
<b>CIVILIAN EMPLOYEE ONLY:</b> <b>*Privately Owned Conveyance Tax and License Fee (<a href="#">B-214930, 1 October 1984</a>).</b> <ul style="list-style-type: none"> <li>A. <u>General</u>. Some states:                             <ul style="list-style-type: none"> <li>1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and</li> <li>2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.</li> </ul> </li> <li>B. <u>Traveler Paid Charges</u>. If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met:                             <ul style="list-style-type: none"> <li>1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment (see par. C4725).</li> <li>2. The traveler's PDS is not the state in which the TDY assignment is performed.</li> <li>3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership</li> </ul> </li> </ul>				X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
tax and license fee on a POC.				
C. <u>Documentation</u> . Payment documentation of the state-imposed charges in the state in which the TDY was performed may be required.				
<b>Privately Owned Conveyance (POC) Use on TDY.</b> In addition to a TDY mileage allowance, the following official business costs are allowable:  1. Ferry fares, bridge, road and tunnel tolls;  2. Automobile parking fees; (related to official business only (except those incident to PDT)); and  3. Aircraft landing, parking, and tie-down fees.		X		X
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is <b>NOT</b> a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is <b>statutorily prohibited</b> by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				
<b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X
<b>Rental Car Reimbursable Expenses.</b> See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses  <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i>		X		X
<b>Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257 (1935)</a> ). This does not cover any materials. Mission-related expenses.		X		X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO/TMC, and  b. When a CTO/TMC is not available.  2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
<b>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</b>  <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i>  1. <b>CTO Use.</b> A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.  2. <b>Reimbursable Expenses.</b> <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i>  a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.  b. Rental cost, tax and local assessments on rental vehicle users.  c. Necessary gas and oil.  d. Aircraft landing and tie-down fees.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>e. Transportation to and from the rental facility, public transit systems, and taxi fares.</p> <p>f. Parking; ferry fares; bridge, road and tunnel tolls.</p> <p>g. Traveler access fee (when charged).</p> <p>h. Garage, hangar, or boathouse rental.</p> <p>i. Operator’s subsistence.</p> <p>j. Optional extra collision hull insurance for rental aircraft.</p> <p>k. Mandatory rental car insurance coverage required in foreign countries.</p> <p>l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.</p> <p>m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.</p> <p>n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.</p> <p>o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. <a href="http://redbook.gao.gov/15/f10072480.php">B-204486, 19 January 1982 (http://redbook.gao.gov/15/f10072480.php)</a>.</p> <p>*p. Breathalyzer installed in rental car when required in foreign country. See item 3e below.</p> <p>*q. <u>Rented Motor Vehicle Damage</u></p> <p>(1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV’T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/ payment must be documented and submitted IAW the DoDFMR, Volume 9, Ch 4, (<a href="http://www.dtic.mil/comptroller/finr/">http://www.dtic.mil/comptroller/finr/</a>), Statements, itemized bills, and an accident report are typical requirements (<a href="#">47 Comp. Gen. 145 (1967)</a>). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <a href="http://www.defensetravel.dod.mil/Rental/">http://www.defensetravel.dod.mil/Rental/</a>.</p> <p>(2) <u>Uniformed Non-DoD Service Member</u>: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>*r. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.</p> <p>3. <u>Expenses that Are <i>Not</i> Reimbursable</u>. The following expenses are <i>not</i> reimbursable:</p> <p>a. <u>Personal Accident Insurance</u>. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. <u>Rental Car Insurance in the U.S./Non-foreign OCONUS Location</u>. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. <u>Damage to Rental Car when Being Used on Other than Official Business</u>. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. <i>Example: TDY ends on Friday. The traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</i></p> <p>d. <u>Purchase of Equipment</u>. The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p> <p>*e. <u>Breathalyzer Replacement Fee</u>. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities.				
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
<b>Tips for Handling GOV'T Property.</b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
<b>Transportation to/from Terminal.</b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<b>Visa and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

**APPENDIX S**

**AUTHORIZED FEML LOCATIONS/DESTINATIONS**

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

C. Authorized Period. A location shown is ‘authorized’ until removed from the list (regardless of the re-certification date shown next to the destination). JFTR, par. U7600-H (uniformed member) and JTR, par. C7700-I2 (DoD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjfr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			
Brasilia	SOUTHCOM	Miami	15 Jun 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	<b>28 Sep 2012</b>
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
Shanghai ( <i>eff. 8 Jul 2011</i> )	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Croatia, Zagreb	EUCOM	Baltimore	<b>28 Sep 2012</b>
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana ( <i>for USCG uniformed members only</i> )	USCG	Miami	31 Jan 2014
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014
Ethiopia, Addis Ababa	AFRICOM	Baltimore	<b>27 May 2012</b>
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	<b>27 May 2012</b>
Georgia, Tbilisi	EUCOM	Baltimore	<b>28 Sep 2012</b>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule 1/	EUCOM	Baltimore	*09 Aug 2014
Guatemala, Guatemala City	SOUTHCOM	Miami	15 Jun 2013
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India			
Hyderaba ( <i>eff 8 Jul 2011</i> )	PACOM	Honolulu	7 Jul 2013
New Delhi	PACOM	Honolulu	15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq ( <i>eff 2 May 2011</i> )	CENTCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
Kosovo, Pristina ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	PACOM	Honolulu	7 Jul 2013
*Latvia, Riga	*EUCOM	*Baltimore	*9 Aug 2014
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Liberia, Monrovia ( <i>eff 12 Sep 2008</i> )	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Malta, Valletta ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	<i>28 Sep 2012</i>
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mexico, Mexico City	NORTHCOM	San Antonio	<i>27 Sep 2012</i>
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	<i>28 Sep 2012</i>
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea ( <i>eff 22 Jul 2011</i> )	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	<i>27 May 2012</i>
Serbia, Belgrade	EUCOM	Baltimore	<i>28 Sep 2012</i>
Sierra Leon, Freetown ( <i>eff 18 Apr 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Spain, Albacete ( <i>eff 11 Apr 2012</i> ) FOR PERSONNEL ASSIGNED TO LOS LLANOS AIR BASE	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum ( <i>eff 18 April 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	<i>27 May 2012</i>
Thailand, JUSMAGTHAI ( <i>eff 21 Jan 2009</i> )			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili ( <i>eff 20 June 2012</i> )	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013

<b>Authorized FEML Location</b>	<b>Command</b>	<b>Authorized Destination</b>	<b>Re-certification Due Date</b>
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Ukraine, Kiev	EUCOM	Baltimore	10 Apr 2014
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.