

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACADEMY, SERVICE (*Uniformed Member Only*). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy ([37 USC §410\(a\)](#)).

ACCOMMODATIONS

A. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site.

B. Common Carrier

1. Other Than Economy/Coach

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3125-B2a/JTR, par. C2204-B2a.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3125-B2b/JTR, par. C2204 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

2. Economy/Coach. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy/coach (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business class/true first class and are not to be mistaken for this one accommodations class). The term also includes tourist class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (i.e., faster speed or fewer stops).

5. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([41 CFR §301-10.121](#)).

C. **Public.** Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. **TYPES.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. **Air Economy/Coach/Air Tourist.** A type available on commercial aircraft at rates lower than other than economy/coach accommodations.
2. **Coach or Chair Car (Rail).** A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. **Security (Enclosed).** Any private room that can be locked for security purposes.

ACTIVE DUTY (Uniformed Member Only). Full time duty in the active service ([37 USC §101\(18\)](#)) of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. **NOTE: A member is on active duty while in a travel status or while on authorized leave.**

ACTIVE DUTY FOR TRAINING (ADT) (Uniformed Member Only). Full time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed within JFTR and/or JTR, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE (Civilian Employee Only). The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

ADVANCED TRAVEL OF DEPENDENTS (Uniformed Member Only). The movement of dependents based on a PCS order, but before member travel.

AGENCY

A. **Includes:**

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;
3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses;
4. Office, agency or other establishment in the judicial branch.

AGREEMENT (*Civilian Employee Only*). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel. *Also called a Service Agreement.*

ALTERNATE PLACE (*Uniformed Member Only*). A CONUS or non foreign OCONUS place authorized/ approved by the Secretarial Process to which a dependent is authorized to move at GOV'T expense in conjunction with an ITDY.

ANNUAL TRAINING (AT) (*Uniformed Member Only*)

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).
3. Annual training is a part of active duty for training.
4. For DoD, see [DoDI 1215.06](#). For non DoD Services, see Service issuances.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL (*Civilian Employee Only*). See **TRAVEL APPROVING/DIRECTING OFFICIAL**.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard ([37 USC §101\(4\)](#)).

ATTENDANT. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies a member/ employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

AUTHENTICATING OFFICIAL (*Civilian Employee Only*). See **AUTHORIZING/ORDER ISSUING OFFICIAL (AO)**.

AUTHORIZE(D)

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.

BAGGAGE

A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.

B. GOV'T material may be included.

C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.

3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:

a. Is not carried free on a ticket used for personal travel,

b. Ordinarily is transported separately from the major bulk of HHG, and

c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

d. *ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*

e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET ORDER. See **ORDER.**

BREAK IN SERVICE (Civilian Employee Only). A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency ([5 CFR §300.703 \(2004\)](#)).

BUSINESS CLASS. See **ACCOMMODATIONS.**

CALENDAR DAY

1. The 24 hour period from one midnight to the next midnight.

2. The calendar day technically begins one second after midnight and ends at midnight.

CAPACITY CONTROLLED CITY PAIR AIRFARE. See **CITY PAIR AIRFARE.**

CENTRALLY BILLED ACCOUNT (CBA). See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

CERTIFICATED AIR CARRIER. See **U.S. CERTIFICATED CARRIER.**

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. Also referred to as Indirect Travel.

CITY PAIR AIRFARE. An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel ([Airfares \(City Pair Program\) http://www.gsa.gov/portal/category/27228](http://www.gsa.gov/portal/category/27228)). Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):

1. No advance purchase required
2. Last seat availability
3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City Pair Airfare ('Dash'CA):

1. Lower prices than the standard city pair rates
2. Limited number of seats on each flight
3. Not used for cost construction purposes.

COMMANDANT'S PAROLE (*Uniformed Member Only*). The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court martial sentence has not been ordered executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*). See **DEPENDENT, COMMAND SPONSORED.**

COMMERCIAL POV STORAGE FACILITY (*Uniformed Member Only*). Any commercial fee for service facility open to the public for daily/long term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([Public Law 104-88](http://www.gsa.gov/portal/category/27228)) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE (*Civilian Employee Only*). A price rate used for HHG transportation and storage in transit. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in and out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the [Professional Movers Commercial Relocation Tariff, STB HGB 400-\(Series\)](http://www.gsa.gov/portal/category/27228). See JTR, par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under [5 CFR §410.404](#). Does not include regularly scheduled courses of instruction conducted at a GOV'T/commercial training facility.

CONSECUTIVE OVERSEAS TOUR (COT) (*Uniformed Member Only*). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

CONSUMABLE GOODS (SEE HOUSEHOLD GOODS). Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to APP F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. **Foodstuff:** Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. **Personal Maintenance:** Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.
3. **Household Maintenance:** Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.

***CONTIGUOUS UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of Alaska and Hawaii as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under [10 USC §688](#), [§12301\(a\)](#), [§12302](#), [§12304](#), [§12305](#), or [§12406](#); [Ch 15 of title 10](#), or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, see the [Defense Travel Management Office website](#).

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#).

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also ref the [Defense Almanac](#) and/or the [Department of Defense](#) website.)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DoD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DoD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DoD Inspector General	DoD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency	Pentagon Force Protection Agency	Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency		

DEPENDENT (**Uniformed Member Only**). Defined by [37 USC §401](#).

NOTE: Exception. For authorization purposes under JFTR:

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7115-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U5242-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);
3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (**Exception NOTES above.**)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129, 13 December 1974](#)) **NOTE: A stepchild is excluded as a dependent after the member's**

divorce from the stepchild's parent by blood.;

4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.;***
8. For transportation authorized in JFTR, par. U5215-B,
 - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
 - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
 - a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non foreign OCONUS area for a period of at least 12 months; and
 - (1) Has not attained age 21, or
 - (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or
 - (3) Is incapable of self support because of a mental or physical incapacity that occurred while the

- person was a dependent of the member or former member under (1) or (2), and
- b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and
 - c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and
 - d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." ([DoDFMR, Vol. 7B, Glossary](#))

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)
[GSBCA 15382-RELO, 20 December 2000](#)
[GSBCA 15207-RELO, 19 May 2000](#)
[GSBCA 14673-RELO, 9 December 1998](#)
[GSBCA 14122-RELO, 16 March 1998](#)

DEPENDENT/IMMEDIATE FAMILY (*Civilian Employee Only*). Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Employee's domestic partner;
3. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self support. **NOTE:** "*Children*" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

NOTE 1: *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBCA 16337-RELO, 19 April 2004](#)).*

4. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
5. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: *Generally, the individuals named in items 4 and 5 are the employee's dependents if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

NOTE 3: *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7090-A for the purpose of transportation eligibility under that Act.*

NOTE 4: *With respect to emergency leave travel, JTR, par. C7365-D.*

NOTE 5: *Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law ([1 USC §7](#)). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)
[GSBCA 15382-RELO, 20 December 2000](#)
[GSBCA 15207-RELO, 19 May 2000](#)
[GSBCA 14673-RELO, 9 December 1998](#)
[GSBCA 14122-RELO, 16 March 1998](#)

DEPENDENT, ACQUIRED (*Uniformed Member Only*). A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

DEPENDENT, COMMAND SPONSORED (*Uniformed Member Only*)

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.
2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

DEPENDENT RESTRICTED TOUR (*Uniformed Member Only*)

1. A tour at any overseas PDS with an established tour that does not permit command sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the

member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

DESIGNATED PLACE

A. **UNIFORMED MEMBER**

1. Except as used in Ch 6 (Evacuation Allowances):
 - a. A place in a CONUS/non-foreign OCONUS area;
 - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
 - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;
 - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent restricted/unaccompanied tour;
 - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

B. **CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE (*Civilian Employee Only*). The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DETACHMENT (*Uniformed Member Only*). A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (*Civilian Employee Only*)

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

DOMESTIC PARTNER (*Civilian Employee Only*). An adult in a domestic partnership with an employee of the same sex.

Effective 28 September 2011

DOMESTIC PARTNERSHIP (*Civilian Employee Only*). A committed relationship between two adults of the same sex, in which they:

1. Are each other's sole domestic partner and intend to remain so indefinitely;
2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;
4. Share responsibility for a significant measure of each other's financial obligations;
5. Are not married or joined in a civil union to anyone else;
6. Are not a domestic partner of anyone else;
7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;
8. Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under [18 USC §1001](#), and that the method for securing such certification, if required, must be determined by the agency; and
9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

NOTE: *The definition of 'Domestic partnership' requires that the partners 'share responsibility for a significant measure of each other's financial obligations.' This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.*

DUTY STATION

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EARLY RETURN OF DEPENDENT (Uniformed Member Only). Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

EFFECTIVE DATE OF PCS ORDER

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.
4. The following are examples of computing an order's effective date:

EXAMPLE 1
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.

10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
EXAMPLE 3	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

B. **CIVILIAN EMPLOYEE.** The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel order is excluded.

EFFECTIVE DATE OF SEPARATION (Civilian Employee Only). The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian Employee Only). The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL (Civilian Employee Only). See **TRAVEL, EMERGENCY.**

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
 - a. Travel is authorized by competent authority, and
 - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE**.

FAMILY. See **DEPENDENT**.

FEDERAL TRAVEL REGULATION. Regulation contained in [Title 41 of the Code of Federal Regulations \(CFR\), Chapters 300 through 304](#), that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is provided meals in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate), or
2. Students are participating in survival training, forage for subsistence, and improvise shelter.

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

FIRST CLASS. See **ACCOMMODATIONS**.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under [49 USC §41102](#).

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT (*Uniformed Member Only*). A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign born dependent spouse.

FOREIGN SERVICE OF THE UNITED STATES (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980 ([Public Law 96-465](#)).

FORMER CANAL ZONE AREA. Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the [Panama Canal Treaty of 1977](#) and related agreements as described in section 3(a) of the [Panama Canal Act of 1979](#).

FUND-APPROVING OFFICIAL (*Civilian Employee Only*). One who provides the accounting data for authorized/approved travel orders or order amendments.

FUNDING ACTIVITY (*Civilian Employee Only*). The command or organization whose funds pay for the travel.

GEOGRAPHICAL LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are

the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTROLLED QUARTERS. QTRS (other than GOV'T QTRS or privatized housing) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV'T owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D and JTR, par. C2203-D). See 52 Comp. Gen. 936 (1973).

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a8b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft

and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

GOVERNMENT FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT FURNISHED VEHICLE. A GOV'T furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$10/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$11.70/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2013 to 31 December 2013.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/MESS.**

GOVERNMENT PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS (GOV'T QTRS)

***NOTE:** Privatized housing, of any style or type and in any location, is not GOV'T QTRS. See par. U10010-C for an exception as part of a Navy test.*

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are

owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;

7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

GOVERNMENT SPONSORED CONTRACTOR ISSUED TRAVEL CHARGE CARD. See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC). The 'Best Value' cost the GOV'T would have paid for GOV'T procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

GROUP MOVEMENT

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.

2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

HELPING VERB FORMS. The following usages apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

HIGHEST CONUS M&IE RATE. Effective for travel by car ferry on/after 1 October 2009: \$71.

HOME OF RECORD (HOR) (*Uniformed Member Only*)

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS) (*Uniformed Member Only*). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

HOUSEHOLD GOODS (HHG)

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR, par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
- b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;

- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

B. CIVILIAN EMPLOYEE ([FTR, §300-3.1](#))

- 1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
- 2. Weight Additive. See JTR, par. C5154-E for an article involving a weight additive.
- 3. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
 - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
 - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
 - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport

purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));

e. HHG for resale, disposal or commercial use;

f. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and

g. Boats (other than those in 3f above); and

h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.

HOUSEHOLD GOODS WEIGHT ADDITIVE

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.
3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

HOUSE-HUNTING TRIP (HHT) (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

NOTE: *A domestic partner is not a spouse and cannot be authorized a HHT (1 USC §7).*

IMMEDIATE FAMILY (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

INCIDENTAL EXPENSES. See **PER DIEM**.

INTERVIEWEE (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

INACTIVE DUTY TRAINING (*Uniformed Member Only*)

1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or
 - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

INDIVIDUALLY BILLED ACCOUNT (IBA). See **GOVERNMENT TRAVEL CHARGE CARD**

INVITATIONAL TRAVEL. See **TRAVEL, INVITATIONAL**.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

INITIAL ACTIVE DUTY TRAINING (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service issuances.

KEY BILLET (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is
 - a. Joint Chiefs of Staff, PDUSD(P&R), or
 - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (*Uniformed Member Only*). For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office website](#).

LODGING IN KIND (*Uniformed Member Only*). Lodging provided by the GOV'T without cost to the member.

LODGING-PLUS COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

MEMBER, UNIFORMED SERVICES

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

MISCELLANEOUS CHARGE ORDER (MCO)

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3120-D and JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. house trailer,
 - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
 - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605-B and JTR, par. C2505-B for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*). Dependents not authorized/approved to reside with a member at an OCONUS location.

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

OCONUS

A. Locations outside the continental U.S. (CONUS).

B. ***Civilian Employee Only***. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, see the [Defense Travel Management Office website](#).

OFFICIAL STATION. See **PERMANENT DUTY STATION**.

OFFICER (*Uniformed Member Only*). A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,

3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and its use is restricted to economy/coach travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

- a. Other than economy/coach transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
 - a. Is *not* covered in the locality per diem lodging ceiling, but
 - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
 - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
 - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an *OCONUS location*;
4. Telegrams and telephone calls necessary to reserve lodging;
5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
6. Potable water and ice (28 Comp. Gen. 627 (1949));
7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., toothpaste, haircuts, razors, blow dryer, or other similar items) that would ordinarily be purchased on a recurring basis for use at the PDS.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
 - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
 - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

PER DIEM, REDUCED. See **REDUCED PER DIEM**.

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

- A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.
- B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services, ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

PERMANENT CHANGE OF STATION (PCS)

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

- a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation,

station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

- a. The corporate limits of the city or town in which stationed, or;
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

PERMANENT DUTY TRAVEL (PDT)

- A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.
- B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

POST OF DUTY. *PDS* An OCONUS PDS.

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

UNIFORMED MEMBER ONLY:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JFTR, par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

PREMIUM CLASS (OTHER THAN ECONOMY/COACH). See **ACCOMMODATIONS**.

PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

NOTE: *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC)

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3330/C3330.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
 - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
 - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
 - a. GOV'T QTRS,
 - b. GOV'T-controlled QTRS, nor
 - c. Private sector housing.

PROCEED TIME (UNIFORMED MEMBER ONLY). A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment; and
3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

1. **General.** PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).
2. The following items are PBP&E:
 - a. Reference material;
 - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
 - c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
 - d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
 - e. Individually owned or specially issued field clothing and equipment;
 - f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties;
 - g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers); and
 - h. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. **MEMBER'S DEPENDENT SPOUSE**

1. **General**
 - a. This is *not* applicable to an *employee's* dependent spouse.
 - b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.
2. The following items are PBP&E:
 - a. Reference material,
 - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

PROPORTIONAL MEAL RATE (PMR). The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

PUBLIC TRANSIT SYSTEM. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RELOCATION SERVICE COMPANY (RSC). A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

REPEAT ORDER (UNIFORMED MEMBER ONLY). See **ORDER**.

RESERVE COMPONENT (RC). The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Lodging that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS

A. **UNIFORMED MEMBER**. Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:

- a. Secretary of a Military Department,
- b. Director of a Defense Component,
- c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1002.

SECRETARY CONCERNED

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY). Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY). See **PERMANENT DUTY TRAVEL**.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY). Cost of maid service and fee for electricity.

SERVICES. See **UNIFORMED SERVICES**.

SHORT DISTANCE MOVE

A. UNIFORMED MEMBER

1. A move:
 - a. Involving HHG drayage or shipment for a short distance between residences;
 - b. To or from a NTS facility in the member's PDS area;
 - c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
 - d. Incident to reassignment or PCS to a new PDS near the old PDS;
 - e. Between residences within a metropolitan area; or
 - f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.
2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. CIVILIAN EMPLOYEE. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. See **POV, SPARE PARTS**.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POV and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. The same items as those included under **PER DIEM ALLOWANCE**.

SUBSISTING OUT (UNIFORMED MEMBER ONLY). The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

TEACHER (CIVILIAN EMPLOYEE ONLY). A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY)

A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
 - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
 - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
 - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
 - d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or,

pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

- a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
- b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
- c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
- d. Special Circumstances Travel. See JTR, Ch 7.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.
2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.
3. *Does not* include:
 - a. Facilities used primarily for rest and recuperation purposes, or
 - b. Unaccompanied officer and enlisted QTRS.

TEMPORARY STORAGE. See **STORAGE IN TRANSIT**.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam

6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H and JTR, Part D) for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

TRANSPORTATION REQUEST. A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL AUTHORIZATION/ORDER. See **ORDER**.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY). Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily

authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC)

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

TRAVEL MANAGEMENT SYSTEM (TMS). ([FTR §301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
 - a. Within/in the vicinity of a PDS;
 - b. To/from the actual residence to, from, or between PDSs; and
 - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
 - a. And delays for personal reasons/convenience,
 - b. By a circuitous route,
 - c. By transportation modes other than authorized/approved,
 - d. For additional distances, or
 - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. See **ORDER**.

TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY). A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2200 and JTR, par. C1060). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE (UB). See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY). All dates following the date an employee is separated from Federal Service.

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. See **U.S.-CERTIFICATED AIR CARRIER.**

U.S. INSTALLATION

1. A base, post, yard, camp or station:
 - a. Under the local command of a uniformed service,
 - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
 - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. See **HOUSEHOLD GOODS-WEIGHT ADDITIVE**.

YEARS OF SERVICE (UNIFORMED MEMBER ONLY). Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: ACRONYMS (JFTR/JTR)

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
ADT	Active Duty for Training (U)
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	*Contiguous United States
CONUS COLA	*Contiguous United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency

<u>Acronym</u>	<u>Meaning</u>
DLA	Dislocation Allowance (<i>U</i>)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (<i>C</i>)
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (<i>U</i>)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (<i>C</i>)
FAM	Foreign Affairs Manual (<i>C</i>)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (<i>C</i>)
FHA	Federal Housing Administration (<i>C</i>)
FSH	Family Separation Housing (<i>U</i>)
FSH-B	Family Separation Housing – BAH Based Location (<i>U</i>)
FSH-O	Family Separation Housing – OHA Based Location (<i>U</i>)
FTA	Foreign Transfer Allowance (<i>C</i>)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (<i>C</i>)
FVT	Family Visitation Travel (<i>C</i>)
FWS	U.S. Fish and Wildlife Service (<i>C</i>)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals

<u>Acronym</u>	<u>Meaning</u>
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (<i>U</i>)
HHT	House Hunting Trip (<i>C</i>)
HOR	Home of Record
HOS	Home of Selection (<i>U</i>)
HP	Home Port (<i>U</i>)
HSTA	Home Service Transfer Allowance (<i>C</i>)
IADT	Initial Active Duty for Training (<i>U</i>)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
ICW	In Connection With
IDT	Inactive Duty Training (<i>U</i>)
IE	Incidental Expenses
IPCOT	In Place Consecutive Overseas Tour (<i>U</i>)
IRC	Internal Revenue Code (<i>C</i>)
IRS	Internal Revenue Service (<i>C</i>)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (<i>U</i>)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (<i>C</i>)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (<i>U</i>)
LPQ	Living Pattern Questionnaire (<i>U</i>)
LPS	Living Pattern Survey (<i>U</i>)
LWOP	Leave Without Pay (<i>C</i>)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance (<i>C</i>)
MHA	Military Housing Area (<i>U</i>)
MIA	Missing in Action
MIHA	Move in Housing Allowance (<i>U</i>)
MILAIR	Military Aircraft
MSC	Military Sealift Command (<i>C</i>)

<u>Acronym</u>	<u>Meaning</u>
NIST	National Institute of Standards and Technology (C)
NOAA	National Oceanic and Atmospheric Administration (<i>same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	*Outside the Contiguous United States
OHA	Overseas Housing Allowance (U)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service (<i>same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel (C)
RC	Reserve Component
RDD	Required Delivery Date (U)
RIT	Relocation Income Tax (C)
RPDCI	Retail Price Data Collection Instrument (U)
RSC	Relocation Service Company (C)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (C)
SECDEF	Secretary of Defense
SES	Senior Executive Service (C)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)

<u>Acronym</u>	<u>Meaning</u>
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty (<i>same as TDY</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TEMDU	Temporary Duty (<i>same as TDY</i>)
TEMDUINS	Temporary Duty Under Instruction (<i>same as TDY</i>)
TLA	Temporary Lodging Allowance – OCONUS (<i>U</i>)
TLE	Temporary Lodging Expense – CONUS (<i>U</i>)
TMC	Travel Management Center (<i>same as CTO</i>)
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

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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/JTR, Chs 3, Part D and Chs 2, Part L.

C. Voucher Submission. [DoDFMR, Vol. 9, Travel Policy and Procedures](#) prescribes the voucher submission requirements, with supporting authority. Funds are 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>ATM Use (Civilian Employee).</p> <ol style="list-style-type: none"> <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. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card. DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC. 			X	X
<p>ATM Use (Uniformed Member)</p> <ol style="list-style-type: none"> Reimbursement is authorized for administrative fees for ATM use to obtain money with: <ol style="list-style-type: none"> The GTCC, or An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance. 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. DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC. 	X	X		
<p>Baggage, Excess Accompanied (Transportation Cost). 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>Baggage Expenses. 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/DoD COMPONENT 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> <ol style="list-style-type: none"> <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. <u>Baggage Storage</u> when charges are result of official business (with explanation). <u>Curbside Baggage Check In Fee</u> 	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>a. Uniformed Member. Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized. A tip, separate from the fee itself, is reimbursable.</p> <p>b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p>				
<p>Baggage Handling Tips. 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. Uniformed Member</p> <p>a. Transportation Terminal. Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. Lodging Establishment. Reimbursement is authorized <i>only</i> for transportation related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. Civilian Employee. 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
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <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
Check Cashing.				
1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.	X	X	X	X
2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.				
Check Costs. The cost of no load electronic financial cards, traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X
Communication Services. GOV'T owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR/JTR, Chs 3, Part D.	X	X	X	X
Currency Conversion Fees	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 (63 Comp. Gen. 554 (1984)). <i>NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</i> 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.				
Conveyance, Government. <i>When a GOV'T conveyance is authorized</i> , 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
Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC				
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. DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
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. (Eff 27 January 2013) *4. <u>Merchant Surcharge</u> . Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges				
Guide Services . Reimbursable when authorized/approved by the AO.		X		X
Insurance, Driving Related . Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
Interpreter Services . Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry Cleaning Expenses (Civilian Employee Only)				
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 prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel within CONUS 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.				
Laundry/Dry Cleaning Expenses (Uniformed Member Only)				
1. <u>Reimbursable for CONUS Travel</u> . Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, 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), etc. <i>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</i>		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 significantly higher locality IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.				
Legal Service Fees . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's				
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. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad.				
4. <i>This reimbursement applies only to a member/employee but not dependents.</i>				
Lodging, Dual . Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. U4135-B2) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
Lodging Fees/Daytime Lodging Charges . Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>Lodging, Mandatory Fees/Charges. Separately reimbursable, in addition to room rate, when the expense is:</p> <ul style="list-style-type: none"> a. not optional; and b. approved by the AO. <p>Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'</p>		X		X
<p>Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).</p>		X		
<p>Lodging Tax (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).</p> <ul style="list-style-type: none"> 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>. 	X	X	X	X
<p>Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p>Mission Related Expenses. Mission related expenses <i>are not reimbursable as travel expenses</i>. These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</p>				
<p>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</p> <ul style="list-style-type: none"> 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. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: <ul style="list-style-type: none"> 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
<p>Paper Tickets. Any additional paper ticket cost is reimbursable 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></p>	X	X	X	X
<p>Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JFTR, par. U4925 and JTR, par. C4760.</p>		X		X
<p>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</p> <ul style="list-style-type: none"> 1. <u>Reimbursement Eligibility</u> <ul style="list-style-type: none"> a. <u>General.</u> Reimbursement is authorized for a: <ul style="list-style-type: none"> (1) Member, 	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>(2) Employee, and</p> <p>(3) Dependent (member’s and/or employee’s),</p> <p>b. Uniformed Member. Reimbursement authority is for a member who is:</p> <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. See item 5 below.</p> <p>c. Civilian Employee. 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. See item 5 below.</p> <p>d. Dependent (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. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler’s measurable physical or behavioral characteristics that can be used to verify the individual’s identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV’T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel. A ‘Green Card’ is officially known as a U.S. Permanent Resident Card (USCIS Form I-551). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV’T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. Passport Fees. An official traveler ordinarily travels on a no fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be 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 regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. Order for Visas and Physical Examinations. An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <p>a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>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.</p> <p>12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<p>Personal Expenses. <i>Personal expenses are NOT reimbursable.</i> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</p>				
<p>Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p>Phone Calls (Official)</p> <p>1. The AO:</p> <p>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),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998).</p> <p>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.</p>		X		X
<p>Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p>Prepaid Phone Cards/Cell Phones. See Communication Services.</p>				
<p>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.</p>	X	X	X	X
<p>CIVILIAN EMPLOYEE ONLY:</p> <p>Privately Owned Conveyance Tax and License Fee (B-214930, 1 October 1984).</p>				X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>A. <u>General</u>. Some states:</p> <ol style="list-style-type: none"> 1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and 2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state. <p>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:</p> <ol style="list-style-type: none"> 1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment (see par. C4725). 2. The traveler's PDS is not the state in which the TDY assignment is performed. 3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC. <p>C. <u>Documentation</u>. Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.</p>				
<p>Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable:</p> <ol style="list-style-type: none"> 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
<p>Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is NOT a reimbursable expense per JFTR/JTR, pars. U1215/C1215. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.</p>				
<p>Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.</p>		X		X
<p>Rental Car Reimbursable Expenses. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</p> <p><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></p>		X		X
<p>Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. See Mission related expenses.</p>		X		X
<p>Resort Fees. Resort fees, <i>that are mandatory</i>, are authorized.</p>	X	X	X	X
<p>Room Rental. Reimbursable when authorized/approved by the AO only when used for official business.</p>		X		X
<p>Service and Processing Fees.</p> <ol style="list-style-type: none"> 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: <ol style="list-style-type: none"> 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
<p>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</p> <p><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></p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>1. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.</p> <p>2. Reimbursable Expenses. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i></p> <ul style="list-style-type: none"> a. Any ‘per day’ administrative fee called for in the DTMO rental car agreements (including GARS) is authorized. b. Rental cost, tax and local assessments on rental vehicle users. c. Necessary gas and oil. d. Aircraft landing and tie down fees. e. Transportation to and from the rental facility, public transit systems, and taxi fares. f. Parking; ferry fares; bridge, road and tunnel tolls. g. Traveler access fee (when charged). h. Garage, hangar, or boathouse rental. i. Operator’s subsistence. j. Optional extra collision hull insurance for rental aircraft. k. Mandatory rental car insurance coverage required in foreign countries. l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment. m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use. n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business. o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. See B-204486, 19 January 1982. p. Breathalyzer installed in rental car when required in foreign country. See item 3e below. q. Rented Motor Vehicle Damage <ul style="list-style-type: none"> (1) DoD Travelers. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV’T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Ch 4. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/. (2) Uniformed Non DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance. r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment. <p>3. Expenses that Are <i>Not</i> Reimbursable. The following expenses are <i>not</i> reimbursable:</p> <ul style="list-style-type: none"> a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable. b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance 				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
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>				
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. Example: <i>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>				
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.				
e. <u>Breathalyzer Replacement Fee.</u> Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities.				
<u>Storage of Property Used on Official Business.</u> Reimbursable when authorized/approved by the AO.		X		X
<u>Technology Equipment.</u> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized. <i>Purchased (as opposed to rental) technology equipment (e.g., laptop, computer peripherals or software) is not reimbursable. For example, reimbursement of rent (or lease) to own of technology equipment is not authorized.</i>		X		X
<u>Tips Aboard Commercial Ships (Uniformed Member Only).</u> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X			
<u>Tips for Handling GOV'T Property.</u> Transportation related tips for handling GOV'T property at terminals and lodgings are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.		X		X
<u>Tips, Transportation Related.</u> Transportation related tips for taxis, limousines, and courtesy transportation are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X	X	X	X
<u>Transportation to/from Terminal.</u> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U4925 and JTR, par. C4760		X		X
<u>Travel and Transportation Related Expenses.</u> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
<u>Value Added Tax (VAT) Certificate.</u> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<u>Visa and Photograph Fees for OCONUS Travel.</u> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

PART 2: COLA UNIQUE EXPENSES

A. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never incurs. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary [COLA index](#) calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.

B. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. ***PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization.*** All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading “Feedback Reporting” in the JFTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved. Each individual mandatory and excessive expense must be:

1. Incurred by a clear ***majority*** of members assigned at a duty station, and
2. An item/expense that exceeds 1% of [Spensible Income](#) for the typical uniformed member, and
3. An item/expense that is not purchased or paid by CONUS-based members, and
4. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and
5. Verified by a valid receipt, and
6. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

*C. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized):

1. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

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