

## 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. U3510-A/JTR, par. C3510-A.

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. U3510/JTR, par. C3510 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.

**ACTIVE GUARD AND RESERVE (AGR)**. Active duty performed by a member of an RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs (10 USC 101(d)6).

**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). Except for long term TDY for an employee, 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. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

**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. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

**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 ([P. L. 104-88](#)) 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 SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Rate table information and commuted rate schedule for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation can be found at <http://www.gsa.gov/portal/content/105054>, <http://www.moving.org/> (AMSA) or the appropriate office designated in your Service/DoD COMPONENT. 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 AK and HI 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](#), [§12304a](#), [§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, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The <a href="#">Office of the Secretary of Defense</a> (including the organization of the <a href="#">Joint Chiefs of Staff (JCS)</a> )	<a href="#">Defense Media Agency (DMA)</a>	<a href="#">Defense Advanced Research Projects Agency (DARPA)</a>	<a href="#">Defense Security Cooperation Agency (DSCA)</a>	<a href="#">National Intelligence University (NIU)</a>
	<a href="#">Defense Prisoner of War/Missing Personnel Office (DPMO)</a>	<a href="#">Defense Commissary Agency (DeCA)</a>	<a href="#">Defense Security Service (DSS)</a>	
<a href="#">Department of the Army</a>	<a href="#">Defense Technology Security Administration (DTSA)</a>	<a href="#">Defense Contract Audit Agency (DCAA)</a>	<a href="#">Defense Threat Reduction Agency (DTRA)</a>	<a href="#">Defense Acquisition University (DAU)</a>
<a href="#">Department of the Air Force</a>		<a href="#">Defense Contract Management Agency (DCMA)</a>	<a href="#">Missile Defense Agency (MDA)</a>	<a href="#">National Defense University (NDU)</a>
<a href="#">Department of the Navy (including the <a href="#">Marine Corps</a>)</a>	<a href="#">DoD Education Activity (DoDEA)</a>	<a href="#">Defense Finance and Accounting Service (DFAS)</a>	National Geospatial Intelligence Agency (NGA)	
<a href="#">DoD Inspector General (DoD IG)</a>	<a href="#">DoD Human Resources Activity (DHRA)</a>	<a href="#">Defense Information Systems Agency (DISA)</a>		Joint Professional Military Education Colleges
	<a href="#">Office of Economic Adjustments (OEA)</a>	<a href="#">Defense Intelligence Agency (DIA)</a>	<a href="#">National Security Agency (NSA)/Central Security Service</a>	
<a href="#">U.S. Court of Appeals for the Armed Forces</a>	<a href="#">TRICARE Management Activity</a>	<a href="#">Defense Legal Services Agency</a>		<a href="#">Uniformed Services University of the Health Sciences (USU)</a>
	<a href="#">Washington Headquarters Services (WHS)</a>	<a href="#">Defense Logistics Agency (DLA)</a>	<a href="#">Pentagon Force Protection Agency (PFFA)</a>	

**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 GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBGA 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, [GSBGA 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, [GSBGA 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. [GSBGA 15207-RELO, 19 May 2000](#); [GSBGA 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 AZ state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under AZ 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 less than 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% 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 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:

<u><b>EXAMPLE 1</b></u>	
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
<u><b>EXAMPLE 2</b></u>	
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
<u><b>EXAMPLE 3</b></u>	
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 an 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 ([P. L. 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 HI and AK 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).

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**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). 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. See [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) are 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 or UB ICW long term TDY;
- 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](#));
- 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) are 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.*

**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.

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**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. C2600.

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. U3045 and JTR, par. C3045),
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 and JTR, par. C2605 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 AK and HI, 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 AK, HI, 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.

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**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 location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

***NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis 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 \(CBCA\)](#). PDTATAC 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 payment), 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 or of the permanent duty station of a shore based 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. U2240 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, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), 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, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), 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, HI. 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. U2240. See JFTR, par. U2240 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, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), 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, HI) or crosses recognized borders (e.g., Ft Campbell is in TN and KY), 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, HI. 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 to 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. U3325-F/C3325-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

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**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.

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**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. **UNFORMED 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. U1015-C.

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. C1015.

### 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 POC 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](http://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. U3040/JTR. par. C3040 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. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD 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](#).

## PART 1: INVITATION TO TRAVEL

### A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as (Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.*** ([55 Comp. Gen. 750 \(1976\)](#));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. U5242.***);
- g. An individual is authorized pre employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine

that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#);

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) & (59 Comp. Gen. 461 (1980));

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [10 USC §1036](#) which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function, or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.***;
- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588; (5 USC §§5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976));

q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (***not of a civilian employee***) per JFTR, par. U5246;

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. U1240;***

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960;

t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program (DoDI 1342.28) event IAW JFTR, par. U5255;

u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) (DoDI 1300.18, par E2.46) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or

deceased DoD civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 USC 411f\(c\)](#) and listed in JFTR, par. U5242-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;

v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with [DoDI 6055.05](#) Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or

w. Required for a non medical attendant for a very seriously and seriously wounded, ill or injured member IAW JFTR, par. U5250-C3 and JTR, par. C5146-D3.

x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

**B. Restrictions.** Invitational travel must not be authorized for:

1. A non appropriated fund official or employee traveling on non appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:
  - a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - b. Authorized pre employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
  - c. An employee/member, traveling as a non medical attendant, included on an ITA issued to a patient;
4. Contractors (APP E3); or
5. *Foreign military personnel.*

**C. Allowance Expenses**

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (pars. A2p and q above) as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative

regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832 \(par. A2j\)](#).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title [10 USC §4312](#) authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in [Army Regulation \(AR\) 920-30](#). The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([69 Comp. Gen. 38 \(1989\)](#)):

(1) Travel and transportation is authorized by the head of the DoD COMPONENT concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD COMPONENT, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD COMPONENT concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

\*7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran ([10 USC §1491](#)), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. **Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G may be authorized/approved.

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**APPENDIX I**

**PART 1: DELEGATION OF AUTHORITY**

***NOTE: Only the officials listed in par. C3510 may authorize/approve premium class air accommodations.***

A. Who May Issue a Travel Order ([FTR §301-71.104](#))

1. General

- a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.
- b. Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.
- c. One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.
- d. Specific travel order-issuing conditions are indicated in the following tables.
- e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating a travel order.
- f. See Ch 4, Part C for AEA information.

2. Army Delegation of Authority

<b>DEPARTMENT OF THE ARMY (All below are Travel Order Issuance Delegation)</b>			
<b>Authorizing and Approving Official</b>	<b>TDY Travel 1</b>	<b>PDT 5</b>	<b>Invitational Travel 1, 6</b>
	<b>Footnote</b>	<b>Footnote</b>	<b>Footnote</b>
Secretary of the Army			
Administrative Assistant to the Secretary of the Army	3	3	3
Chief of Staff	2		
Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency	2, 4, 7		
Commander or Head of an Installation, Activity, or Field Operating Agency (A1)	4, 7		
National Guard Adjutants General of the Respective States	4		4

**Footnotes:**

1/ Issuance is subject to the provisions of AR 600-8-10, "Leaves and Passes."

2/ This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a blanket TDY travel order issuance. ***NOTE: A blanket travel order is not used in DTS.***

5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

6/ Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

\*7/ TDY over 180 days may be authorized/approved by an official of at least 2-star level/equivalent IAW par. C2230-A requirements.

3. Navy Delegation of Authority

<b>DEPARTMENT OF THE NAVY</b>				
<b>“X” indicates travel order issuance delegation</b>				
<b>Authorizing and Approving Official</b>	<b>TDY Travel</b>	<b>PDT 3</b>		<b>Invitational Travel 1, 2</b>
	<b>Trip And Blanket 1, 2</b>	<b>OCONUS Involving Employment Agreements</b>	<b>Other Including First Duty Station Travel Within CONUS</b>	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, USMC Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant	X	X	X	

<b>DEPARTMENT OF THE NAVY</b>				
<b>“X” indicates travel order issuance delegation</b>				
<b>Authorizing and Approving Official</b>	<b>TDY Travel</b>	<b>PDT 3</b>		<b>Invitational Travel 1, 2</b>
	<b>Trip And Blanket 1, 2</b>	<b>OCONUS Involving Employment Agreements</b>	<b>Other Including First Duty Station Travel Within CONUS</b>	
Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)				
Commander and Vice Commander of Naval Systems Command HQs	X	X	X	
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

**Footnotes:**

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Ch 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order “by direction.” Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the service agreement or travel order as “acting.”

4. Air Force Delegation of Authority

<b>DEPARTMENT OF THE AIR FORCE (All below are Travel Order Issuance Delegation)</b>			
<b>Authorizing and Approving Official</b>	<b>TDY Travel 1, 9</b>	<b>PDT</b>	<b>Invitational Travel 9</b>
	<b>Footnote</b>	<b>Footnote</b>	<b>Footnote</b>
Secretary of the Air Force	3	6	
Chief of Staff, U.S. Air Force	4	6	
Commander, Major Air Command/FOA/DRU	5	6	
Commander, Intermediate Echelon	2, 5	6	7
Commander, Activity, Wing, Group, or Squadron	2, 5	6	7
Commander, North American Air Defense Command		6	
National Guard Adjutants General of the respective State	8	8	

**Footnotes:**

- 1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.
- 2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.
- 3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***A blanket travel order is not used in DTS.***
- 4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***A blanket travel order is not used in DTS.***
- 5/ Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***A blanket travel order is not used in DTS.***
- 6/ Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.
- 7/ When delegated by the responsible major air command.
- 8/ Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.
- 9/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Consult JFTR/JTR, Chs 1- 4 for further details.*

#### T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities apply equally to a uniformed member and a DoD civilian employee and any other non DoD GOV'T employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
  - a. Controls the mission,
  - b. Authorizes the trip, and,
  - c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non DoD GOV'T employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
  - a. Travel for business,
  - b. Travel for schoolhouse training,
  - c. Deployment or personnel traveling together via no/limited reimbursement, and,
  - d. Certain travel under special circumstances.
3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.
4. Is to be used for ITAs. See also JFTR/JTR, APP E.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in JFTR, par. U2240-B) and active duty for

other than training for more than 180 days at one location, except when due to unusual circumstances per diem has been authorized IAW JFTR, par. U7150-A4b(3).

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Evacuations. See JFTR/JTR, Ch 6.

#### T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR

Commands/units are expected to take appropriate disciplinary action when a traveler/AO fails to follow JFTR/JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

#### T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2600. GOV'T dining facility/mess food and operating expense rates are found in JFTR/JTR, APP A, Government Meal Rate. [Per diem rates](#) by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

#### T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

#### B. Traveler Rights and Responsibilities

1. A traveler must follow JFTR/JTR, and use good judgment in incurring official travel related expenses, as if traveling using personal funds (JFTR, par. U2000/JTR, par. C2000).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.

3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per JFTR, par. U2400/JTR, par. C2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*),

b. Must use economy/coach accommodations for all official GOV'T funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, par. U3510/JTR, par. C3510. Reason for use examples, when authorized/approved:

(1) Medical reasons – See JFTR, par. U2110-J/JTR, par. C2110-J, or

- (2) Mission requirement - TDY mission timing requires 'other than economy/coach'. When 'other than economy/coach' TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," 'other than economy/coach' transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See JFTR, par. U3510 /JTR, par. C3510.
- c. Must *not* use foreign flag transportation, even if U.S. certificated air flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JFTR/JTR addresses "reimbursable" allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- (2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

(4) Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

c. Seat Relinquishing

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the GOV'T for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, P. L. 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

10. Each traveler must be treated as an honest, responsible customer, and must follow JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2705/JTR, par. C2705, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

***a. It is MANDATORY DoD policy that all Uniformed Service member and DoD civilian travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements (CBCA 2956-TRAV, 31 January 2013). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at GOV'T expense without prior proper authority (JFTR, pars. U2400, U3500, U3600, and U3650, and JTR, pars. C2400, C3500, C3600, and C3650 for exceptions).***

***b. A command must not permit a CTO to issue a YCA airfare purchased at GOV'T expense to a traveler when a \_CA airfare is available and the AO determines that a \_CA airfare meets mission needs.***

***NOTE: This does not establish the \_CA as the basis for POLICY CONSTRUCTED AIRFARE – that remains the YCA airfare.***

2. Service Issuances. DoD COMPONENT/Service issuances address CTO use.

3. Failure to Follow Regulations/Issuances. A command/unit is expected to take appropriate:

a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning

CTO use (par. T4005).

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a \_CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. Disciplinary action for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the JFTR/JTR for foreign flag carriers (par. T4025-C).

#### B. Requirements

1. When making travel arrangements, the traveler should use the following in priority order:

a. Services available at a DTMO contracted CTO (or GSA contracted TMC in the absence of a DTMO contracted CTO), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and

b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3525-H/JTR, par. C3525-H).

#### D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE (APP A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

***NOTE: The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.***

#### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by a transportation specific mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost. No other costs are added to the computation.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW

law, GOV'T policies, agreements and contracted rates using U.S. certificated carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. certificated carriers, or business (but not first) class accommodations (JFTR, par. U4326, **NOTE 1**/JTR, par. C4485, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3510, and U3620 (trains only)/JTR, pars. C3510, and C3620 (trains only), may authorize/approve business or first class accommodations use.

C. **Special Conveyances (Includes Aircraft) Reimbursement.** The AO may authorize an appropriately sized rental vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per JFTR, par. U2400/JTR, par. C2400, when the CTO is available. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. An approved claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to either the traveler or the rental car vendor and shown as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). 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/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2600 for the official distance NTE the GOV'T's constructed cost. See JFTR, par. U4710-C/JTR, par. C4710-C.

***NOTE 1: A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented [CBCA 2956-TRAV, 31 January 2013](#).***

***NOTE 2: Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

***NOTE 3: Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.***

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOVs are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s) as appropriate. Reimbursement is authorized for parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route. If the AO does not authorize/approve POC use as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO authorized transportation (e.g., commercial plane). See JFTR, par. U4710-C/JTR, par. C4710-C. In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2650-A/JTR, par. C2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

\*F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty ([CBCA 3211-TRAV, 30 July 2013](#)). ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or POC used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV (other than GOV'T/GOV'T procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a

continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the roundtrip transportation and en route per diem is authorized, but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (\_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY CONSTRUCTED AIRFARE (see APP A1). **No other costs are added to the computation.** See JFTR, par. U4710-C/JTR, par. C4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U4925, U3310-A, U3320-B, U3315-A, and Ch 3, Part D, NOTE/JTR, pars. C3310-A, C3320-B, C3315-A, C3310, Ch 3, Part D, NOTE, and C4760.

#### **T4040 LIVING EXPENSES (PER DIEM)**

The "Lodging Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

##### **A. Lodging Overnight Required - Business Travel Standards**

###### **1. Sleeping**

- a. The cost estimate for lodging should include tax.
- b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., using Service/Agency procedures) at (*not near*) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
- c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (*DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010*).
- d. GOV'T QTRS availability/non-availability must be documented as indicated in JFTR, par. U2570-A.
- e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:
  - (1) when adequate GOV'T QTRS use is directed, and
  - (2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
  - (3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)).

2. *Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility or elsewhere). The non-availability indicated in JFTR, par. U2570-A is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.*

**NOTE:** *The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a onetime requirement at a TDY U.S. INSTALLATION. (Example: A member who is required to check QTRS availability at a U.S. INSTALLATION, does so, and documents non-availability cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period) IAW JFTR, par. U2570-A.*

### 3. Civilian Employee

a. *An employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.*

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.

c. The proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations.

d. Reduced per diem rates can be established only before travel begins.

e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated.

f. In the absence of a reduced or no per diem authority on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.

g. Reduced per diem rates should incorporate amounts for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A9 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

### 4. Commercial Lodging Reimbursement

a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.

b. If only lodgings that cost more than the published maximum rate are available, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 (for M&IE) = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*.

JFTR, par. U4250. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

***NOTE 1:*** *Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging expense except when 'MALT Plus' per diem for POC travel is paid to a uniformed member. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

***NOTE 2:*** *Tax paid on lodging at a foreign area is not separately reimbursable. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

***NOTE 3:*** *The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodging is available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging facility location.*

#### 5. Lodging with a Friend or Relative

a. Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.* GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

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

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging

arrangements.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

***Civilian Federal Employees*** – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see JTR, pars. C4555-D and C4555-E.

***Uniformed Service Members*** – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 201 (including a recreational vehicle) may not be reimbursed.*** For Uniformed Service Members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

- (1) Mortgage interest;
- (2) Property tax; and
- (3) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges, not to include entertainment utilities (e.g., cable, TV, telephone).

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C) is authorized/approved. JFTR, par. U4141 does not apply when the residence is purchased.***

***NOTE: A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSBCA 16699-TRAV, 17 August 2005.***

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (***B-254626, 17 February 1994***).

8. ***On-Line Booking Tool.*** Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

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

9. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). ***The meal rate established cannot be reduced after the fact except for a free meal as described in par. T4040-A9c below.***

***NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.***

c. When the GOV'T purchases at least one or two meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were purchased by the GOV'T and for which dates.

***NOTE 1: If all three meals are provided, only the IE for that day is payable.***

***NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and

C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. Incidental Expenses (IE). The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

**NOTE 1: Applicable to a civilian employee:**

***a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.***

***b. The cost for laundry, dry cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.***

**NOTE 2: Applicable to a uniformed member:**

***a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry cleaning and pressing of clothing, up to an average of \$2/day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

***b. The cost incurred during TDY travel for personal laundry/dry cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates authorized for OCONUS travel.***

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use may not be directed for a civilian employee. See par. T4040-A3.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount; a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A13 if the lodging cost exceeds the published maximum rate.

1. The phrase ‘Personnel traveling together’ refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers’ order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or COCOM Commander or JTF commander for a joint deployment, determines that GOV’T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The COCOM or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the COCOM or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the COCOM Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The COCOM or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander’s area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV’T meals are not available). The COCOM or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV’T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV’T ship when it departs from the port at the traveler’s PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. ***Civilian Employee Only.*** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. ***Contingency Operation Flat Rate Per Diem (uniformed member only).*** See par. U4105-I.

6. ***Joint Task Force Operations TDY Options***

<b>TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS</b>			
<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
<b><u>Subsist Ashore</u></b>			
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/ Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Dining Facility/Mess – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess ( <b>In AOR only</b> )	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
<b><u>Subsist Aboard U.S. GOV'T Ship 3/</u></b>			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

**NOTES:**

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – “Subsist Ashore” (above table) for order type and payment guidelines.

**NOTE:** For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
  - b. If travel is in the local area (JFTR, par. U2800/JTR, par. C2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
  - c. JFTR, par. U4925/JTR, par. C4760 for travel to/from a transportation terminal.
  - d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
  - e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
  - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
  - g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
  - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
  - i. For distance determination JFTR, par. U2650-A/JTR, par. C2650-A (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **JFTR, par. U4510 for occasional meals authority.**

**NOTE: Mission related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.**

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,

- d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
  4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
  5. The traveler must note the required miles driven.

#### **T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))**

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See JFTR, par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in JFTR, par. U2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see JFTR, par. U2800) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authority for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authority for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize roundtrip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see JFTR, par. U2800) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under JFTR, par. U2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. U2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:
  - a. Qualified in a skill designated as critically short by the Service Secretary;

- b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member’s RC with a critical staffing shortage; or
- c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c)).*

- a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see JFTR, par. U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.
- b. Lodging and Meals. The actual cost of the member’s lodging (including tax (*NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate.

***NOTE 1:** Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging reimbursement. The locality per diem rate lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

***NOTE 2:** Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

<b>ACTIVE DUTY WITH PAY</b>		
<b>1</b>		
<b>Situation</b> <b>2</b>	<b>Transportation</b> <b>3, 4</b>	<b>Per Diem</b>
Annual Training (AT) <b>5</b>	Par. T4030 applies.	Not authorized if GOV’T QTRS & dining facility/mess available; otherwise par. T4040 applies. <b>6, 7</b>
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. <b>6, 7</b>
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV’T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	See par. T4030-E applies for one roundtrip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
ADT for fewer than 140 days/active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.

<b>ACTIVE DUTY WITH PAY</b>		
<b>1</b>		
<b>Situation</b> <b>2</b>	<b>Transportation</b> <b>3, 4</b>	<b>Per Diem</b>
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

<b>ACTIVE DUTY WITHOUT PAY</b>		
<b>Situation</b> <b>2</b>	<b>Transportation</b> <b>3, 4</b>	<b>Per Diem</b>
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only <b>8</b> .

**FOOTNOTES**  
**(Tables 1 and 2)**

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2240.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one roundtrip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY</b>		
<b>1, 2, 3</b>		
<b>Situation</b>	<b>Transportation</b>	<b>Per Diem</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. <b>4</b>	May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		

**FOOTNOTES**  
(Table 3)

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (JFTR, par. U2800) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP**A. Before the Trip

1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent*.

#### C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2715-A/JTR, par. C2715-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF 1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is***

*usable, if authorized in Service issuances, ICW turning in unused tickets.*

## T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

## B. What's Allowable and Not Allowable

### 1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city pair flight use. APP P. ***Regulations applicable to the Contract city pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2.***

2. Authorizing Business class Transportation Accommodations. Only the officials listed in JFTR, pars. U3510-A and U3620 (trains only)/JTR, pars. C3510-A and C3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in JFTR, par. U3520-C/JTR, par. C3520-C, and must be recorded on the Trip Record.

a. If business class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.

b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

c. The 14 hour rule only (JFTR, par. U3520-C11a/JTR, par. C3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.

d. When use of business class accommodations is authorized/approved, use of business class airfares provided under the Contract City Pair Program is mandatory.

e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever

possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.

f. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, and PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S. certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. **Using U.S. Certificated Carriers.** Available U.S. certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3525-D /JTR, par. C3525-D. *U.S. certificated carriers are not "available" if:*

- a. Use of a U.S. certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S. certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non U.S. certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non U.S. certificated air carrier is three hours or less and travel by a U.S. certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S. certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S. certificated air carrier while less than first class accommodations are available on a non U.S. certificated air carrier; or
- g. Air transportation on a non U.S. certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

**NOTE 1:** *The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S. certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non U.S. certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#))).*

**NOTE 2:** *When using code share flights involving U.S. certificated air carriers and non U.S. certificated air carriers, the ticket must be issued through the U.S. certificated air carrier. If the ticket is issued through the non U.S. certificated air carrier is used on the ticket, the ticket is considered to be a non U.S. certificated air carrier and a non-availability of U.S. certificated air carrier document is needed.*

4. **Travel Involving Leave or Personal Convenience Travel.** The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is

charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW JFTR, par. U3330-C1/JTR, par. C3330-C1.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate (GSCBA 14554-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (JTR, par. C4490), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the

allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, par. U2240).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active duty for other than training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging facility location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

#### **T4070 TDY GLOSSARY**

Must, Shall, Should, May, Can, Will. See **HELPING VERB FORMS** in APP A.

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**PART 1: DoD MEMBERS**

**NOTE: For NOAA, see APP Q, Part II.**

- A. Tour Length Establishment. A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. Tour Length Exception. The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), par. E.3.1.1 (12 January 05).
- \*D. Reserve Component Exception. RC members authorized PCS allowances IAW JFTR, pars. U7150-E2b or U7150-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned IAW OSD/OEPM 29 August 2013 email.
- \*E. Tour Lengths. The following are OCONUS tour lengths *for a DoD member only (other than a DoD Attaché)*: [DoDI 1315.18](#), par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	<b>11</b>
<b>Alaska</b> (except as indicated)	36	36		<b>1</b>
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	N/A	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Azores (See Portugal)				
<b>Bahamas</b>				
Andros Island	24	24		
<b>Bahrain</b>	24	12		<b>14</b>
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	N/A	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	<b>15</b>
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	N/A	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b> (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	<b>12</b>
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	<b>2</b>
JTF-GTMO	24	12	04-05-07	<b>2</b>
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Czech Republic</b>				
Prague	36	24		
Vyskov	24	12	08-11-11	<b>16</b>
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	N/A	12		
<b>Egypt</b> (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
<b>El Salvador</b>	N/A	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	<b>11</b>
<b>Gibraltar</b>	36	24		
<b>Greece</b> (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	<b>17</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b> (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	<b>18</b>
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	<b>20</b>
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>

APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)  
Part 1: DoD Members

Appendix Q1

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
<b>Kuwait</b>	24	12		9
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	15
<b>Libya</b>				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		8

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)**  
**Part 1: DoD Members**

**Appendix Q1**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	<b>21</b>
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
Oradea	24	12	09-30-11	<b>15</b>
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
Rwanda				
Kigali	24	24	10-17-11	
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
Trencin	24	12	09-16-11	<b>10</b>
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain (except as indicated)</b>	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand (except as indicated)</b>	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey (except as indicated)</b>	24	15		
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15	08-01-12	<b>19</b>
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Izmit	N/A	12		
Karatas	24	12		
Malatya	24	12		
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	N/A	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
<b>Yemen, Republic of</b>	36	24	06-30-08	<b>15</b>
<b>Zaire</b> (See Democratic Republic of Congo)				

**Footnotes**

1/ Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), par. E3.1.

2/ Dependents are permitted only when GOV'T QTRS are available.

3/ A maximum 48-month tour is permitted for Navy personnel.

4/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.

5/ Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.

6/ A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.

7/ For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.

8/ Due to threat levels, dependents are not currently authorized at this location.

9/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

10/ OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

11/ "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

12/ PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

13/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).

14/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

15/ May be accompanied by adult dependents age 18 years or older.

16/ PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.

17/ As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

**18/** OSD (P&R/OEPM) memo dated 8 November 2012 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), New Delhi, India.

**19/** OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

**20/** OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36-month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

**21/** The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

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## PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

A. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in APP Q, Part III.

1. DOD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DOD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DOD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DOD Education Activity (see 20 USC §§901-907 and DODEA Regulation 5301.4-R (“Salaries and Personnel Practices Applicable to Principals and Assistant Principals” available at <http://www.odedodea.edu/pers/emanual/>)) is the same as for any other DOD civilian employee who is employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

2. Defense Intelligence Agency (DIA) Employee. The Director, DIA, administratively fixes the tour of duty for a DIA employee.

3. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

4. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

5. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

6. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

7. National Security Agency (NSA) Employees. Because of the nature of employment, the Director, NSA, administratively fixes the tour of duty for a NSA employee.

8. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

9. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

\*10. Consultants and Experts. The tours of duty prescribed in APP Q4-A2, APP Q4-A3, APP Q4-A4, APP Q4-A5, APP Q4-A6, APP Q4-A7, APP Q4-A8, APP Q4-A9, APP Q4-A10 do not apply to a consultant or an expert.

**B. Establishing a Special Circumstance Tour of Duty**

1. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:

- a. A specific area within the location (ex., Bahamas: Andros Island),
- b. Accompanied or unaccompanied employees, and/or
- c. An employee on a renewal agreement.

2. Exception Requests. A DOD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.