

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**CHANGE 324****1 DECEMBER 2013**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 December 2013 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

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

STEVEN E. DAY
RADM, USCG
Director, Reserve and Military Personnel

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

MICHAEL S. DEVANY
RADM, NOAA
Director, NOAA Corps

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

SCOTT F. GIBERSON
RADM, USPHS
Director, Division of Commissioned Corps
Personnel and Readiness

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

Chs 1-4 Cross Reference Updates. Updates and correct all cross references in affected Appendices.

USCG Staff Symbol Changes. CG-12 to CG-13, CG-122 to CG-133, & CG-1222 to CG-1332. Affects. Intro, Voucher Settlement Appeal & Feedback Reporting, and pars. U4095-I5, U4120-A5, U5222-D1d(3), U6003-A2b, U6051-B2, U7000-I5, U7005-D5, U10000-C5, U10022-C2d(5), and U10422-B1e.

MAP 108-13(E) – Authorize TLA for RC Members When HHG Transportation is Not Authorized.

Authorizes TLA for RC members called/ordered to active duty for other than training for more than 180 days or ADT for more than 140 days when HHG transportation is not authorized. Affects par. U9182.

MAP 188-13(E)/CAP 188-13(E) – POC Not Advantageous, No Reimbursable Expenses. Eliminates en route reimbursable expenses (e.g., parking, tolls) when a traveler elects to use a POC that is not more advantageous to the GOV'T. Affects pars. U4710-C, U4735-F, APP G, and APP O, par. T4030-E.

MAP 189-13(I)/CAP 189-13(I) – Add CBCA Decision Reinforcing Authorization to Amend Order to Show Original Intent. Adds CBCA decision to par. U2205-A1a, reinforcing that an order may be retroactively corrected to show the original intent.

MAP 223-13(I) – Selected Reserve Limited PCS Allowances. Moves information, on Selected Reserves, from par. U5400-C to par. U7655-C.

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JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 324

1 DECEMBER 2013

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

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Part B	324	320	320	320	320	305	305	305	305	305	305	305	305	305
Part C	324	319	319	319	319	319	317	317	308	308	308	308	308	308
Part D	316	316	316	316	316	316	316	316	316	302	302	302	302	302
Part E	320	320	320	320	320	302	302	302	302	302	302	302	302	302
Part X	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part Z	302	302	302	302	302	302	302	302	302	302	302	302	302	302
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Part B	324	320	320	320	320	312	312	312	312	312	312	312	312	310
Part C	324	320	320	320	320	319	311	311	311	311	311	311	311	311
Part D	320	320	320	320	320	315	315	315	315	315	304	304	304	304
Part E	324	320	320	320	320	304	304	304	304	304	304	304	304	304
Part F	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part G	312	312	312	312	312	312	312	312	312	312	312	312	312	304
Part H	324	304	304	304	304	304	304	304	304	304	304	304	304	304
Part I	324	320	320	320	320	314	314	314	314	314	314	313	311	311
Part J	324	304	304	304	304	304	304	304	304	304	304	304	304	304
Part K	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part L	320	320	320	320	320	304	304	304	304	304	304	304	304	304
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Part G	322	322	322	305	305	305	305	305	305	305	305	305	305	305
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Part B5	320	320	320	320	320	320	277	277	277	277	277	277	277	277
Part B6	317	317	317	317	317	317	317	317	312	312	312	312	312	299
Part B7	320	320	320	320	320	320	311	311	311	311	311	311	311	311
Part B8	310	310	310	310	310	310	310	310	310	310	310	310	310	310
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Part C2	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part C3	323	323	322	314	314	314	314	314	314	314	314	314	303	303
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Part C5	299	299	299	299	299	299	299	299	299	299	299	299	299	299
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Part D2	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part D3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D4	320	320	320	320	320	320	300	300	300	300	300	300	300	300
Part D5	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part D6	320	320	320	320	320	320	300	300	300	300	300	300	300	300
Part D7	320	320	320	320	320	320	307	307	307	307	307	307	307	307
Part D8	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D9	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D10	320	320	320	320	320	320	281	281	281	281	281	281	281	281
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Part D12	320	320	320	320	320	320	289	289	289	289	289	289	289	289
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Part E2	300	300	300	300	300	300	300	300	300	300	300	300	300	300
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Part I	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part J	322	322	322	317	317	317	317	317	313	313	313	313	300	300
Part R	319	319	319	319	319	319	300	300	300	300	300	300	300	300
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Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	301	301	301	301	301	301	301	301	301	301	301	301	301	301
Part B1	324	323	307	307	307	307	307	307	307	307	307	307	307	307
Part B2	307	307	307	307	307	307	307	307	307	307	307	307	307	307
Part B3	323	323	320	320	320	319	309	309	309	309	309	309	309	309
Part B4	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B5	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B6	301	301	301	301	301	301	301	301	301	301	301	301	301	301
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Part A2	324	322	322											
Part A3	323	323	322											
Part A4	322	322	322											
Part A5	322	322	322											
Part A6	322	322	322											
Part A7	322	322	322											
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Part B	322	322	322											
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Part B	320	320	320	320	320	302	302	302	302	302	302	302	302	302
Part C1	316	316	316	316	316	316	316	316	316	316	302	302	302	302
Part C2	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C3	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C4	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C5	324	316	316	316	316	316	316	316	316	316	302	302	302	302
Part C6	319	319	319	319	319	319	292	292	292	292	292	292	292	292
Part C7	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part D	320	320	320	320	320	302	302	302	302	302	302	302	302	302
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Part C	317	317	317	317	317	317	317	317	307	307	307	307	307	307
Part D	316	316	316	316	316	316	316	316	316	311	311	311	311	311
Part E1	317	317	317	317	317	317	317	317	317	302	302	302	302	302
Part E2	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E5	311	311	311	311	311	311	311	311	311	311	311	311	311	311
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	320	320	320	320	320	302	302	302	302	302	302	302	302	302
Part E9	305	305	305	305	305	305	305	305	305	305	305	305	305	305
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Part 2B	316	316	316	316	316	316	316	316	316	316	286	286	286	286
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Part 4B	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 4C	304	304	304	304	304	304	304	304	304	304	304	304	304	304
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Part 5B	316	316	316	316	316	316	316	316	316	316	289	289	289	289
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Part 3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
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TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 2	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
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Part 2	308	308	308	308	308	308	308	308	308	308	308	308	308	308
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Part 1	320	320	320	320	320	319	316	316	316	287	287	287	287	287
Part 2	323	323	320	320	320	316	316	316	316	302	302	302	302	302
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TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	323	323	322	321	319	319	318	313	313	313	313	313	313	309
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
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**INTRODUCTION TO
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)
FOR UNIFORMED SERVICE MEMBERS**

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. PDTATAC is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)).

PURPOSE AND AUTHORITY

JFTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see pars. U1015 and U1020), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoDD 5154.29.

If there is a headquarters' dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations. Each PDTATAC member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)/BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. At that time, PDTATAC is again vested with the regulation-issuing authority.

JFTR is issued under the following authorities:

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and Title 10;
2. DoD Directives, such as DoDD 1315.07, and 5154.29, and DoD Instructions such as DoDI 1315.18, and 1327.06; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS

Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

VOUCHER SETTLEMENT APPEAL

A member appealing a travel voucher settlement must submit the appeal via the proper paying office (i.e., the office that made the payment) IAW guidance provided by that Service and IAW [DoDI 1340.21](#). It is the member's responsibility to properly submit the travel voucher.

DOHA is the final appeal authority. A member must first submit the appeal via the proper Service address or the direction below. An appeal sent directly to DOHA is not properly submitted.

1. Army/Air Force/Marine Corps. DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700
2. Navy. DFAS-PTCA/CO, PO Box 182317, Columbus, OH 43218-2317
- *3. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907
4. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333
5. U.S. Public Health Service. Submit to the proper Operating Division IAW guidance provided by Service agreement.

The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

APPEAL PROCESS

An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See [DoDI 1340.21](#), effective 12 May 2004. A copy of the request should be sent to the PDTATAC Policy & Regulations Chief.

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the GOV'T Accountability Office (GAO), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

For [DOHA](#) information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.

For [GSBCA](#) decisions visit their website at: <http://www.gsbca.gsa.gov/>.

For [CBCA](#) decisions visit their website at: <http://www.cbca.gsa.gov/>.

PARAGRAPH NUMBERING SYSTEM

The JFTR paragraph numbering system is coordinated with that of the JTR. The letter "U," precedes a JFTR 4- or 5-digit paragraph number (the first digit indicates the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that a new paragraph can be added without changing existing paragraph numbering.**

Paragraph: U5310-B2a(1)(a)

- JFTR
- Chapter 5
- Paragraph 310
- Subparagraphs

JFTR references and citations should be in the following format:

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific reference should be used.

CHANGES

Uniformed Travel Determinations (UTDs) make changes to the JFTR. A UTD is effective on its indicated date. A UTD is effective on the indicated date . It may be effective on the JFTR publication date, on the PDTATAC Chair’s signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the DTMO website.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a published change are shown on the change cover sheet.

New or revised provisions appearing on a change page are indicated by a symbol placed next to the new or revised portion.

Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS [per diem rates](#).

FEEDBACK REPORTING

JFTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4120.

Suggestions that would improve JFTR are encouraged. Route them as follows:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
5. Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD Components. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.
FAX: (571) 372-1301.

HOW TO GET THE JFTR

See the DTMO website for [JFTR, Volume 1](#) material that can be downloaded and printed.

HOW TO OBTAIN LOCALITY PER DIEM RATES

See the DTMO website for current [per diem rates](#).

PART A: ADMINISTRATION AND GENERAL PROCEDURES

U1000 APPLICATION

A. Personnel Covered. The JFTR applies to:

1. An Active or RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DoS);
2. Dependent(s) of an individual covered by JFTR (unless eligible for separate allowances); and
3. A member on loan, assignment, or detail to another Department/Agency. Except as in par. U1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another department/agency is authorized JFTR allowances, not the allowances of the department/agency to which loaned/assigned/detailed.

B. Personnel Not Covered. The JFTR does *not* apply to:

1. A GOV'T civilian employee including a DoD employee appointed under [22 USC §2385\(d\)](#);
2. Dependent(s) of an individual /employee covered by the JTR;
3. A NAF official and/or employee;
4. A contractor's representative and/or contractor's employee;
5. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
6. A person who performs travel under a DoD ITA;
7. A National Guard technician employed pursuant to [32 USC §709](#);
8. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year;
9. A new appointee to the SES; or
10. Certain Presidential appointees.

C. Statutory Regulations. JFTR:

1. Is the basic statutory Regulation governing a Uniformed member's:
 - a. Travel and transportation at GOV'T expense,
 - b. Certain OCONUS station allowances (OCONUS COLA, TLA),
 - c. Housing allowances (BAH, FSH, and OHA), and
 - d. CONUS COLA.
2. Has the force and effect of law and is issued primarily under the authority of [37 USC §§411](#) and [1001](#).

D. Travel Not Paid for by the GOV'T

1. The JFTR:
 - a. Addresses allowances paid/reimbursed by the GOV'T; and
 - b. Does *not* address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).
2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

E. Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/separates, by personal choice:
 - a. Before completing 2 years of continuous active duty, or
 - b. Before completing a period of active duty agreed to in writing, or
 - c. Without adhering to Service policy regarding separation from the Service or release from active duty.
2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

U1005 PROHIBITION NOT STATED

The JFTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in JFTR. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (e.g., the philosophy of "It doesn't say I can't therefore I can." does not apply to JFTR).*

U1015 IMPLEMENTATION

A. Regulatory Authority. Under [DoDD 5154.29](#) the provisions and subsequent changes to the JFTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. *The JFTR requires no further allowances implementation.*

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JFTR provisions.
2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing should be implemented by Service/Agency issuances. The following list may not be all inclusive:
 - a. Completion and submission of travel vouchers (Ch 2, Part K);
 - b. Appropriate authority/approval level for business class air travel (par. U3500);

- c. Order endorsements related to foreign flag carrier use (par. U3525-F);
- d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U2030);
- e. Procedures and conditions under which advance payments are authorized including those in:
 - (1) PDT (Ch 5);
 - (2) Evacuation Allowances (Ch 6);
 - *(3) Recruiting expenses (par. U7445);
 - (4) TLA (par. U9157);
 - (5) OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
- f. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
- g. Claims for personally procured HHG transportation (par. U5320-D);
- h. Traveler financial responsibility (pars. U2000, U3105-B, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
- *i. Personal emergency determination (par. U7015-A);
- j. Establishing dependency (APP A definition of DEPENDENT),
- k. CTO use policy (par. U2400);
- l. Procedures for extending evacuation safe haven allowances (par. U6054-D2);
- m. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 7, Part D);
- n. Currency loss/gain procedures for OHA (par. U10028-D);
- o. Command sponsorship criteria (APP A definition of COMMAND SPONSORED DEPENDENT);
- p. Family member travel and transportation incident to the repatriation of a member held captive par. U5258);
- q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. U5222-M5 and U7115-D); and
- r. Dependent escort travel and transportation allowances (par. U5241-E).

U1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS

A. **Requirement.** [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. **Application.** The review process applies to all DoD Uniformed Services and DoD components. Non DoD Uniformed Services may submit their written material for review as desired.

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

1. Email: pdtatac@dtmo.pentagon.mil; or

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
Attn: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

3. Fax: (571) 372-1301

U1025 EXPENDITURE AUTHORITY

Nothing in JFTR provides authority for expenditures for purposes not provided for in appropriations and/or in law.

U1030 DUPLICATE PAYMENT

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.
2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the GOV'T.*
3. A non-deductible meal (par. U4210) provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in JFTR.
5. The Improper Payments Information Act of 2002, [P. L. 107-300](#) may apply.

U1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/ written), non judicial action, or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. U2400-E for exceptions when reimbursement is *not* allowed.

U1040 REGULATION CHANGE EFFECTIVE DATE

A change to JFTR is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

U1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

The application of basic laws, appropriation acts, JFTR, and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for uniformed members), and CBCA (for a DoD civilian employee). OSD GC, DOHA, CBCA, GSBCA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. *Other interpretations are strictly advisory in nature.*

U1050 TERMINOLOGY

The terminology used in the JFTR may be unique to the JFTR. See APP A, Part 1 for definitions of terms, and Part 2 for acronyms. Use the relevant Chapters and Parts, with APP A to determine the exact definition of a specific term. Definitions in the JFTR are not necessarily applicable to other GOV'T regulations.

PART B: DTS (WITHIN DoD)

U1100 GENERAL

At locations at which DoD has fielded DTS, most TDY vouchers are paid using DTS. The Services/Agencies 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-class accommodations, whenever possible along usually-travelled routes. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

U1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

1. Covers individual TDY travel for business, travel for schoolhouse training, deployment, or personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.
2. Does *not* cover PCS (Ch 5), or evacuation (Ch 6).
3. Covers RC travel in locations where RC travel has been fielded by the particular Service except for:
 - a. Senior ROTC,
 - b. RC member travel for medical and dental care,
 - c. Retiree called to active duty,
 - d. A Ready RC member authorized a muster duty allowance,
 - e. An ADT tour of 140 or more days at one location (except as in par. U2240), and
 - *f. Active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem is authorized IAW par. U7600-F2b(2)).

B. TDY as Part of a PCS. TDY performed as part of a PCS move (i.e., TDY en route) is not paid *using* DTS.

U1110 AUTHORITY AND RESPONSIBILITY

A. General. Information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute the AO's responsibilities.

B. AO Authority. The AO has authority to:

1. Determine when TDY travel is necessary to accomplish the unit's mission,
2. Authorize travel,
3. Obligate unit travel funds,
4. Approve trip arrangements, and
5. Authorize travel expenses incurred ICW the mission and IAW JFTR.

See par. U4000 for justification.

NOTE: Although the AO has certain discretion, the AO does not have authority to deviate from the provisions of the JFTR nor to create new authorities for reimbursement not specifically provided for in the JFTR. If an AO authorizes out-of-the-ordinary expenses and reimbursements (e.g., full size rental car, excess baggage, dual lodging, etc.) the AO must justify and document that authority on the order.

C. AO's Responsibilities. The AO must:

1. Determine the travel purpose (see APP H) for notation on the Trip Record.
2. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If standard arrangements made in compliance with travel policies using:
 - a. GOV'T negotiated airfares,
 - b. Lodging, and
 - c. 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.

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.
4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.
5. Adhere to policies and procedures IAW JFTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW JFTR.
6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:
 - a. Travel was taken,
 - b. Charges are reasonable,
 - c. Phone calls authorized for reimbursement are in the GOV'T's interest, and
 - d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

D. Official Travel Combined with Leave/Personal Travel. The AO may permit a traveler to combine official travel with leave/personal travel, provided:

1. Contract city-pair airfare travel (or travel using other airfares limited to official GOV'T business) is never used for personal travel (APP P2, par. E).
2. The official transportation is arranged through the CTO.
3. Transportation reimbursement is authorized for the cost of official travel between duty stations only.
4. The traveler arranges personal travel at personal expense with the transportation reimbursement being limited to the official travel cost and no excess costs for travel or M&IE are borne by the GOV'T.; and
5. The AO does not permit a TDY trip that is an excuse for personal travel.

E. Traveler Rights and Responsibilities. A traveler:

1. Should promptly update the Trip Record, and confirm/modify arrangements, when communication with the CTO was not possible.
2. Who uses DTS for TDY over 45 days, should include a request for scheduled partial payments with the Trip Record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

U1115 A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate

- a. A traveler should obtain a “should cost” estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums.
- b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.
- c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.
- d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

2. Tailoring the Trip. The AO:

- a. Decides if the traveler should use non-standard arrangements (still must be IAW JFTR) for mission reasons.
- b. May authorize certain changes for the traveler’s convenience (e.g., using a POC instead of flying). The standard arrangement’s estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Travel Authority. The AO:

- a. Authorizes the TDY,
- b. Authorizes the arrangements,
- c. Determines the fund cite, and
- d. Obligates funds to pay for the trip, including a travel advance payment 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 ticket information. The TO provides the documents needed for GOV’T transportation if the CTO does not provide this service.

5. Paying for Arranged Service and Obtaining Cash to Pay Expenses while Traveling

- a. The CTO typically uses the traveler’s individual (IBA) or unit GTCC to charge or hold reservations. In some cases, airline/rail tickets may also be charged to a GTCC CBA.
- b. The traveler should charge other expenses incident to official travel on the IBA/unit GTCC whenever possible.

c. 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.

d. *An advance on a unit GTCC is not allowed.*

B. During the Trip

1. Changing Plans

a. If travel plans change the traveler should call the CTO toll-free number (if possible) to modify the itinerary.

b. The CTO must update the traveler's Trip Record. Although the AO may approve changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record.

c. The traveler is reimbursed AO approved Trip Record changes.

2. Receipts

a. Receipt Requirement. The [DoDFMR 7000.14-R, Volume 9](#) based on an IRS requirement, requires that each traveler provide each receipt(s) for:

(1) Lodging, and

(2) Individual official travel expenses of \$75 or more (*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. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

1. Completing the Expense Report. IAW [DoDFMR 7000.14-R, Volume 9](#) requirement:

a. A traveler should complete and submit the Trip Record expense portion within 5 working days after returning from the trip.

b. Required 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, and review required receipts, before the traveler is reimbursed.

3. Submitting the Expense Report
 - a. If using the DTS, the expense report is automatically routed to a disbursing office for payment.
 - b. If *not using* the DTS, a finance office or an office contractually arranged by the traveler's Service/ Agency may provide this service.
 - c. 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. See par. U2715.

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PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

U1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

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

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

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

U1205 GAIN-SHARING PROGRAM

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

U1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

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

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

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

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

U1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

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

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

U1220 RECRUITER-RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
 2. At an armed forces military entrance processing facility; or
 3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ($\$135 - \$25 = \110) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ($\$320 - \$25 = \295 but NTE \$200).
- D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.
- *E. Recruiter Itinerary Stop Parking. See JFTR, par. U7440 for reimbursement for recruiter itinerary stop parking.

U1225 FOREIGN MILITARY TRAVEL

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

U1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

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

U1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CH 4

- A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JFTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.
- C. Duplicate Reimbursement. *A member may not receive an allowance under the DIA regulations and an allowance prescribed in the JFTR for the same purpose. The member is financially responsible for all returning any duplicate travel and transportation allowances received.*

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

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

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses ICW training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG, and

9. POV Transportation.

E. DIAM 100-1 Request. Address requests for copies of DIAM 100-1 to DoD, DIA, ATTN: DA, Washington, DC 20340-5339.

U1240 CHAPLAIN-LED PROGRAMS

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

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

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

U1245 PAY AND ALLOWANCES CONTINUATION PROGRAM

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

U1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

Effective 1 January 2009 through 31 December 2015

Sec. 533 of FY09 NDAA ([P. L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs between calendar years 2009 and 2015. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2018.

U1255 SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT

Effective 15 April 2013 through 14 April 2016

A. Authority

1. 10 USC §1092 authorizes SECDEF to conduct studies and demonstration projects on the Uniformed Services health care delivery system.
2. The Federal Register, Vol. 78, No. 31, 14 February 2013 published authority for David Grant USAF Medical Center Specialty Care Travel Reimbursement Demonstration Project to test whether providing travel reimbursement will increase utilization of the direct care system by selected patients.

B. Eligibility

1. Based on the Federal Register information, the Military Treatment Facility (MTF) commander may offer qualified patients who reside more than one hour drive time away (according to ASD/HA protocols) from the David Grant USAF Medical Center (DGMC) at Travis AFB, CA, travel costs from their residence to the MTF if the patient agrees to care at DGMC.
2. This demonstration project applies to all DoD beneficiaries that are eligible for care in a MTF.
- *3. For an active duty member patient, see par. U7150.

C. Non Medical Attendant (NMA). When medically indicated, NMA may be authorized.

D. Reimbursement

1. Transportation

- a. Patient. The patient is authorized roundtrip TDY mileage (par. U2600) for the official distance between the residence and the MTF (par. U2650).
- b. Non Medical Attendant (NMA). If the patient is hospitalized overnight, the NMA may be authorized roundtrip TDY mileage to return to the residence.

2. Lodging

a. Lodging Cost. The patient and the NMA may be reimbursed actual lodging costs (including tips and service charges) up to the lodging portion of the locality per diem rate for one night prior to the procedure if the procedure is scheduled before 0800.

b. Lodging Tax. Lodging tax is not included in the locality per diem lodging ceiling and is separately reimbursed in the CONUS and non-foreign areas.

3. Meals. *Reimbursement for meals is not authorized.*

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PART B: TRAVEL POLICY

U2100 GENERAL

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

U2105 ECONOMY CLASS ACCOMMODATIONS

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

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

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

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

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

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

E. Travel Order

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

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

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

G. Extenuating/Emergency Circumstances

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

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

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

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

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

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

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

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

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

J. Medical and Special Needs

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

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

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

*4. An attendant authorized transportation under par. U7140-B or par. U7145-B1 may be authorized/approved ‘other than economy/coach’ accommodations only when the attended traveler is authorized ‘other than economy/coach’ accommodations use and requires attendant services en route.

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

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

1. PCS;
2. Emergency leave;
3. R&R;
4. FEMLE;
5. Personnel evacuations; or
6. COT leave.

U2115 UNUSUAL ROUTE JUSTIFICATION

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

U2120 PERSONAL CONVENIENCE TRAVEL

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

U2125 TRAVELER FINANCIAL RESPONSIBILITY

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

U2130 LEAVE

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

U2135 SUBSTANDARD ACCOMMODATIONS

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

U2140 U.S. CERTIFICATED TRANSPORTATION REIMBURSEMENT RESTRICTION

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

U2145 DEPENDENT TRANSPORTATION SEATING

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

U2150 SERVICE RESPONSIBILITY

Each Service/DoD COMPONENT must:

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

U2155 AIRPORT SELECTION

A. Multiple Airports

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

B. Servicing Airport

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

U2160 TDY CANCELED OR CHANGED

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

U2165 TDY TRAVEL INVOLVING NON PDS LOCATION

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

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

1. The traveler is responsible for all excess travel and transportation costs; and
2. Constructed costs for each trip leg must be based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

C. Travel Order Received while on Leave. See par. U4090-C for TDY travel/transportation allowances when a TDY order is received while a traveler is on official leave.

U2170 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS order,
4. Delays to qualify for reduced travel fares (par. U4415-E).

PART C: TRAVEL ORDER

U2200 GENERAL

- A. Travel Order. A document, issued/approved by the Secretarial Process, directing travel to/from/between designated points and serving as the basis for reimbursement by the GOV'T of official travel, transportation, and reimbursable expenses.
- B. Official Travel Conditions. The order establishes conditions for GOV'T-funded official travel and transportation, and is the reimbursement basis for the traveler.
- C. Issuance Prior to Travel. An order should be issued before travel is performed.
- D. Unauthorized Reimbursement
1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.
 2. *Expenses incurred before receipt of a written or oral order are not reimbursable.*
- E. Travel Order Necessity
1. Generally, an order is necessary except when same-day in and around local travel with no lodging requirement is involved.
 2. An order is *not* necessary when:
 - a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and
 - b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.
 3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

U2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

A. Modifications

1. An order:
 - *a. May be retroactively corrected to show the original intent ([CBCA 3472-RELO, 23 September 2013](#)), and
 - b. *Must not be revoked/modified retroactively to create/deny/change an allowance* ([24 Comp. Gen. 439 \(1944\)](#)). **Example:** After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.
2. A TDY location can be changed to a PDS (see pars. U4800 and U4090-J), but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).

B. Allowances. Some allowances (because of law) may be:

1. Authorized only in advance of travel, or
2. Approved only after travel is completed, or
3. Authorized and/or approved.

See APP A for definitions of “AUTHORIZE” and “APPROVE”.

C. Approval after the Fact. When an allowance may be approved after the fact, that approval, after the fact, does *not* constitute 'retroactive modification' of an order to create/change/deny an allowance.

D. Deductible Meals. See par. U4200 regarding the effect of deductible meals on meal rates.

U2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

1. Issued by competent authority is required for expense reimbursement ICW official travel.
2. That quotes/references an authority initiating the order is competent.
3. That does not have a box to check for a particular allowance should include a statement authorizing the allowance. **Example:** [DTR, 4500.9-R, Part 1, Chapter 106, par. B](#) indicates that a statement authorizing commercial vehicle rental must be contained in an order to expedite processing at a rental location.
4. May only contain authority for travel and transportation allowances provided in the JFTR (i.e., other allowances cannot be 'created' by AOs).
5. Should include notice that if the order conflicts with the JFTR, the JFTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, ***the AO must promptly issue a confirmatory written order.***
2. An oral order:
 - a. Given in advance of travel,
 - b. Subsequently confirmed in writing giving the date of the oral order, and
 - c. Approved by competent authority

meets the requirement for a written order.

C. Order Not Originated by Competent Authority. An order issued under unusual conditions and not originated by competent authority must be approved by the AO before travel expense reimbursement.

U2215 ITINERARY VARIATION

A. Variation Authorized in the Order. An order may include authority for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,
2. Change the named destinations travel sequence,
3. Change the specified time for remaining at a named destination, and/or
4. Travel to additional destinations.

B. Variation *Not* Authorized in the Order. Itinerary variation:

1. Changes may be orally authorized by the AO later confirmed in writing when an order does not contain itinerary variation authority, but circumstances arising after travel begins require itinerary variation.
2. Must not be substituted for inadequate advance preparation.
3. Does not create a blanket order.

U2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER

A. Effective Date of Order. When determining the travel and transportation allowances and reimbursable expenses under an order that is amended, modified, canceled or revoked before the effective date, the order is effective:

1. When received by the traveler for travel performed by the traveler/dependents after order receipt, or
2. When, ICW a PCS, any transportation of HHG, mobile home or POV is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

B. Retroactive Modification. See par. U2205 for retroactive modification and authorization/approval.

U2225 BLANKET/REPEAT TDY ORDER

NOTE: *The blanket/repeat TDY order is not used in DTS.*

A. Travel Order Expiration. A blanket/repeat TDY order does not expire when the traveler returns to the PDS. It continues, in effect, until expiration by:

1. Time limit contained in the order,
2. Automatic cancellation upon PCS,
3. End of the fiscal year, or
4. Revocation.

B. Written Requirements. The following statements, when applicable, must be written into the blanket/repeat TDY order.

1. Identification as a “blanket/repeat” TDY order;
2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;
3. The specific geographic area limitations (e.g., continents, countries, states, etc.);
4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);
5. The reason(s) the blanket/repeat TDY order is necessary;
6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;
7. Authority for special conveyance use reimbursement when approved on a travel voucher as being to the GOV’T’s advantage, if appropriate;
8. Excess accompanied baggage authorization, if necessary; and
9. Other conditions, limitations, and instructions as appropriate.

C. ‘Other than Economy/Coach’ Accommodations Not Authorized. ***A blanket/repeat TDY order must never authorize ‘other than economy/coach’ transportation.*** If ‘other than economy/coach’ accommodations are necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.

D. AEA (***NOTE: This par. does not apply to the Coast Guard***)

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.
2. AEA ***must not be authorized*** as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.
3. See par. U4315 for AEA limitations.

U2230 TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)

Effective 1 April 2013

A. General. See Ch 4, Part A.

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. U2230-C ([36 Comp. Gen. 757 \(1957\)](#)).
2. Extensions
 - a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
 - b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered. This limitation does not apply to a traveler:

- (1) Assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;
 - (2) Under a TDY order assigned to uniformed units deployed afloat. See pars. U4110-B1 and U4110-E; or
 - (3) TDY for training periods less than 140 days (20 weeks), including a traveler extended due to additional/extended instruction.
3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.
4. Training Assignment. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS except when the course is authorized as TDY under par.U2240-B. See APP A1 for PERMANENT DUTY STATION definition.

C. TDY Period in Excess of 180 Consecutive Days

1. Authorization. When mission objectives/unusual circumstances require TDY at one location for more than 180 consecutive days the appropriate authority must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)).

2. Authorizing/Approving Authority

- a. Authority. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:

- (1) The Secretary Concerned,
- (2) The Chief of an appropriate bureau/staff agency specifically designated for that purpose, or
- (3) Commander/Deputy Commander of a Combatant Command.

This authority must not be re-delegated, except as noted below.

- b. Re-Delegation Exception

- (1) The appropriate authority for Army for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location for a member assigned to a Warrior in Transition Unit (WTU) is the Service Compensation Chief who is a 2 Star Flag Officer or equivalent.
- (2) A Flag Officer or equivalent from the U.S. Army Medical Command must recommend the assignment for approval to the WTU to the Army Compensation Chief, who may then authorize/approve TDY assignments in excess of 180 consecutive days at any one location for the member assigned to a WTU.
- (3) ***The Army Compensation Chief authority must not be further re-delegated.***

3. Written Request and Justification. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

4. Order Issuance after the Fact. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

- a. Approve the order as written, or
- b. Direct that the order be amended to:
 - (1) Terminate the duty and return the traveler to the old station or assign a new station,
 - (2) Change the assignment from TDY to a PCS, or
 - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station.

5. Per Diem

- a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See par. U4800.
- b. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day ([54 Comp. Gen. 368 \(1974\)](#) and [B-185987, 3 November 1976](#)). **Authorization/approval to exceed the 180-day TDY limitation is essential.**

*6. RC Traveler. If an RC traveler received a Secretarial waiver IAW par. U7600-F, a second waiver is not required.

U2235 PCS TIME LIMITATIONS

Unless otherwise prescribed in the JFTR, a traveler's PCS order is valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and prior to receipt of further PCS orders ([45 Comp. Gen. 589 \(1966\)](#)). **Example:** Traveler ordered PCS from A to B. Traveler later is ordered PCS from B to C. When the PCS order from B to C is issued, the PCS order from A to B may no longer be used for PCS allowances from A to B.)

U2240 TDY TIME LIMITATIONS FOR INSTRUCTION COURSES

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General

- a. Course(s) of instruction at a school/INSTALLATION with a scheduled duration of less than 140 days (20 weeks) are TDY.
- b. No per diem is payable if prohibited by par. U4090-I.
- c. If the scheduled course duration is 140 or more days, the school/INSTALLATION is that traveler's PDS, except when the course is authorized as TDY under par.U2240-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period students receive instruction, including weekends. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration ([53 Comp. Gen. 218 \(1973\)](#)).

Example 1: A traveler is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start

date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the traveler, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. **Extensions.** When a traveler attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction ([B-143017, 17 June 1960](#); [46 Comp. Gen. 852 \(1967\)](#); 66 id. 265 (1987)).

Example 1: A traveler is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A traveler is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the traveler's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

4. **Limitations.** A traveler's PCS order to a course of instruction may not be changed to a TDY order after arrival at the new PDS, unless the order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary Concerned (without delegation) may authorize a designated course (*excluding initial entry courses*) scheduled for:

- a. 20 or more weeks, but
- b. Not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary Concerned and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of any traveler, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. **Exception:** *A traveler assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A traveler who is to be assigned immediately for permanent duty to the location of the course after attending the course is TDY until the PDS is named.*

4. For courses attended by multiple Services, the Secretary Concerned must obtain agreement from the other affected Service Secretaries before changing the course.

C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of more than 180 consecutive days to be attended in a TDY status, the Secretary Concerned must obtain authorization/approval from PDTATAC for that/those specific course/courses to be designated a TDY course.

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PART E: TRAVEL ADVANCE

U2300 AUTHORITY

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

U2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

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

U2310 AUTHORIZED TRAVEL ADVANCES

- A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses, specified travel and transportation allowances, station allowances, and housing allowances.
- B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:
1. Discounted Conference/Training Registration Fee (APP R2-H);
 2. TDY travel (Ch 4);
 - *3. Advance Lodging deposit (par. U4130-M);
 4. Reimbursable expenses (APP G);
 5. Member PCS (par. U5104);
 - *6. Dependent outpatient travel (par. U7215-J);
 7. Dependent PDT (par. U5204);
 8. HHG transportation (par. U5319);

- *9. Designated representatives to Yellow Ribbon (par. U7555-F);
- 10. Mobile home transportation (par. U5560);
- *11. DLA (Ch 5G, pars. U6012 and U6059);
- *12. Recruiting expenses (par. U7445);
- *13. SROTC member (par. U7620);
- *14. Attendants on behalf of member patients (pars. U7220-G and U7150-A);
- *15. Escorts and attendants of dependents (par. U7135); and
- 16. Station (COLA and TLA) and housing (OHA & FSH) allowances (pars. U9157 and U10028). **NOTE:**
Advance MIHA is not authorized.

PART H: GOV'T QTRS USE/AVAILABILITY

U2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY

For Coast Guard, NOAA, and PHS Personnel, GOV'T QTRS are available only if use is directed in the order.

U2555 GOV'T QTRS USE

A. Directed Use. A member may be required to use GOV'T QTRS only if:

1. Sent TDY to a U.S. INSTALLATION (see APP A1); *and*
2. The GOV'T QTRS on that U.S. INSTALLATION are adequate and available, *and*
3. The TDY order directs their use.

B. Member Assigned to a CONTINGENCY OPERATION for More Than 180 Days at One Location

1. The Secretary Concerned may direct the use of GOV'T contract QTRS, at/near the U.S. INSTALLATION/ RESERVATION specifically contracted for a member assigned to a CONTINGENCY OPERATION for more than 180 days at one location.
2. Arrangements for GOV'T contract QTRS should consider arrangements for transportation between the lodging and work site.
3. Directed use of GOV'T contract QTRS off the U.S. INSTALLATION does not permit directed GMR.

U2560 GOV'T QTRS AVAILABLE

A. Checking GOV'T QTRS Availability

1. A member ordered to use GOV'T QTRS on a U.S. INSTALLATION (as opposed to a town/city) *is required* to check GOV'T QTRS availability (through the CTO) at (*not near*) the assigned U.S. INSTALLATION.
2. The member *is not required* to seek/check for GOV'T QTRS when TDY to a U.S. INSTALLATION/ RESERVATION after non-availability documentation has been initially provided.
3. Example: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there. See par. U2570.

B. AO Directs GOV'T QTRS. The AO:

1. 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. See DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010).
2. *May not* direct the use of 'nearby' GOV'T QTRS not on that U.S. INSTALLATION.

C. Availability/Non-availability Documentation

1. Availability/non-availability must be documented (see par. U2570).
2. Non-availability documentation is required only for GOV'T QTRS on (not near) the U.S. INSTALLATION at which a member is TDY.

D. Member Uses Other Lodgings as a Personal Choice. A member:

1. Should use adequate and available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY.
2. Who uses other lodgings *as a personal choice*, when adequate GOV'T QTRS:
 - a. Use is directed on that U.S. INSTALLATION, and
 - b. Are available on that U.S. INSTALLATION,

is limited to the GOV'T QTRS lodging reimbursement cost on the U.S. INSTALLATION to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

E. Per Diem Limitation Not Allowed. Per diem cannot be limited based on 'nearby' GOV'T QTRS that are not on the U.S. INSTALLATION, to which the member is assigned TDY, but on another 'nearby' U.S. INSTALLATION, uniformed facility, or elsewhere.

U2565 GOV'T QTRS NOT AVAILABLE

The Services have predetermined that GOV'T QTRS are *not available*:

1. When a TDY/delay point is at other than a U.S. INSTALLATION (See APP A);
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance except for:
 - a. A member attending a service school at a Uniformed Service facility, and
 - b. An O-7 through O-10 officer who personally determines QTRS availability;
3. During en route travel periods;
4. For any TDY/delay of only 1 night at one location (stopover or multiple locations);
5. When travel is ICW a PCS:
 - a. When per diem is payable under 'MALT-Plus' (see JFTR, par. U5105-B);
 - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or
 - c. To a ship/afloat staff with an OCONUS home port, and;
 - (1) A member is accompanied by dependents authorized concurrent travel;
 - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;

and GOV'T QTRS are not available for the entire family; or

*6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See JFTR, par. U7115.

U2570 TRAVEL ORDER/VOUCHER

A. Documentation. Availability/non-availability must be documented by the member by:

1. Confirmation number provided by the Service's lodging registration process; or
2. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
3. Member certification that GOV'T QTRS were not available on arrival.

B. Authorization/Approval. When a member provides acceptable documentation of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

C. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD(P&R) memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

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PART I: MILEAGE AND MALT RATES

U2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.33	1 Jan 2013
Automobile (If no GOV is available)	\$0.565	1 Jan 2013
Motorcycle	\$0.535	1 Jan 2013
<u>Other Mileage Rate.</u> Applies when: 1. A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when GOV'T furnished vehicle use is to the GOV'T's advantage; 2. IDT outside normal commute IAW par. U7160; and. 3. Disciplinary action travel under par. U7450	\$0.24	1 Jan 2013

B. Non Motorized Transportation Mode

1. Mileage allowance is not authorized for non motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions [B-184641, 11 September 1975](#); [B-196484, 19 February 1980](#) and [B-201654, 12 January 1981](#).
2. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

*C. Helicopter and Privately Owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately owned boat use are not reimbursed on a TDY mileage basis. See pars. U4750 and U4755.

D. POC Use Instead of GOV. See par. U4795 for POC use instead of a GOV.

U2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW applicable JFTR provisions.

B. MALT Rate

1. *Effective 1 January 2013*, the MALT rate per authorized POC is \$.24/mile. The MALT rate in effect from 17 April – 31 December 2012 was \$.23/mile.

2. The \$.24/mile rate is effective for all PCS travel that commences on or after 1 January 2013 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2013 must be paid at the old rate (\$.23/mile) even if the travel was not completed until after 1 January 2013.
4. Par. U5015 clarifies general information and reimbursement ICW MALT.
5. Regardless of the POC type used (except in par. U2615), this is the PCS travel MALT rate. See par. U2650 for official distance determination.
6. See par. U5105-B if there is more than one authorized traveler in a POC.

U2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

- A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).
- B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

U2615 SELF PROPELLED MOBILE HOME

Mileage reimbursement for a self propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. Also see par. U5510-B.

PART J: OFFICIAL DISTANCE DETERMINATION

U2650 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). [The Defense Table of Official Distances \(DTOD\)](#):

1. Is the only official source for worldwide PCS and TDY distance information.
2. Replaces all other sources used for computing distance (except for airplanes see par. U2650-B).
3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to and from foreign locations).
4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does *not* apply to the following travel distances that are determined by odometer readings:
 - a. In and around the PDS or TDY sites,
 - b. Between home/office and transportation terminal,
 - c. For short distance moves, within the same city, or
 - *d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7600-B.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. U3035.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

E. Missing Location

1. Each DoD INSTALLATION (CONUS and OCONUS) should be listed in the DTOD.
2. If a facility is not listed, contact DTOD at <https://dtod.sddc.army.mil/default.aspx>.

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CHAPTER 4: TDY

PART A: GENERAL

U4000 JUSTIFICATION

A. Authorization/Approval. A TDY assignment may be authorized/approved only when necessary to conduct official GOV'T business.

B. Scheduling Travel. Travel must be planned and scheduled to accomplish multiple objectives with minimal disruptions and transportation delays.

C. Service Procedures. Service procedures (see par. U2020) must ensure that the:

1. TDY purpose is essential official business in the GOV'T's interest;
2. TDY objective cannot be accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means. *This must be certified in a statement on the order.*;
3. TDY duration is no longer than required to complete the official business;
4. Number of TDY travelers is held to the minimum;
5. Traveler's eligibility is based on official necessity and qualifications to best perform the mission; and
6. TDY assignment is not for an unauthorized person to travel at GOV'T expense accompanying/joining an eligible traveler ICW the official travel.

U4005 TDY ASSIGNMENT SELECTION

Selection for a TDY assignment must be based on official necessity and qualifications of the individual to best perform the service required. TDY travel should not be authorized/approved for administrative personnel when such services are available at the TDY site, unless sending them is mission essential.

U4010 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. An assignment away from the PDS that is not so frequent or lengthy that the location is, in fact, the traveler's PDS;
2. Participation in civil defense activities authorized under Service regulations;
3. Witness duty to testify/provide information on the GOV'T's behalf or on matters of official DoD concern;
4. Training course attendance conducted/sponsored by GOV'T agencies.
5. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored/arranged by non Federal organizations;
6. Assignment as an attendant to a traveler with a special need/disability when the AO determines that the traveler is incapable of traveling alone on official travel ([56 Comp. Gen. 661 \(1977\)](#)); and
7. Change of command ceremony or funeral attendance ([70 Comp. Gen. 200 \(1991\)](#)) when the DoD COMPONENT head/designee determines that circumstances justify designating the traveler as an official

representative.

U4015 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice

1. A TDY assignment should be cleared in advance with the activity involved.
2. Clearance must be obtained from each command when an assignment involves visits to:
 - a. Activities in more than one command, or
 - b. Commands in different departments, agencies or OCONUS commands.

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed ICW assignments to OCONUS areas.
2. Special instructions about foreign countries in a travel itinerary include:
 - a. Advance notification for submission of clearance requests before travel begins, and
 - b. Duty and travel restrictions for a traveler who possesses highly sensitive information.

3. Security Clearance

- a. A TDY traveler must follow all departmental security regulations.
- b. The AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.
- c. When required, notification of a traveler's access to classified material must be furnished to the commander of the destination activity.
- d. When applicable, a traveler's current security clearance must be stated in the order.
- e. The AO must ensure security clearance designation accuracy.

C. Requirements

1. DoD regulations require DoS notification when high level personnel visit in foreign areas (Foreign Service Act, Section 207, [P. L. 96-465](#); & [1 FAM 013.2b\(a\)\(2\) & \(b\)](#)).
2. The traveler is responsible for carrying out the assigned mission.

U4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. Day of Leave or Administrative Absence (e.g., Proceed Time). A member is not authorized per diem on any day:

1. Not in a travel status; or
2. Classified as leave/administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)).

*B. Leave During a Contingency Operation. See par. U7030 when on leave during a CONTINGENCY OPERATION TDY.

*C. Leave at Dependent Safe Haven Location. See par. U7035 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

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SECTION 1: GENERAL

U4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.
2. Per diem is payable for whole days, except for PDS departure/return days.
3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.
4. [Per diem rates](#) are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. U4130-K if neither GOV'T QTRS nor commercial lodging is available at the TDY location.
5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.
6. 'Lodging-Plus' per diem is not authorized for any day that PCS 'MALT-Plus' per diem is paid.
7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.
8. GSA, DoD, and DoS are responsible for travel [per diem rates](#). See par. U4120.
9. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#).
10. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. U2710 and [DoDFMR 7000.14-R, Volume 9](#)).
12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/ GMR cannot be applied for the first and last travel days.
13. Ordinarily, per diem is based on the traveler's TDY location at 2400.
14. M&IE payment does not require expense itemization and/or receipts.
15. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes.
16. For TDY within a COCOM/JTF AOR, see par. U4605.
17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. U4205).
18. A GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess is not a deductible meal.
19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

20. Travel of 12 or Fewer Hours (12 Hour Rule)

- a. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.
- b. See Ch 3 for transportation allowances.
- c. Occasional meals may be reimbursed IAW par. U4230 when the member is required to procure a meal(s) at personal expense outside the PDS limits.

B. TDY Location

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:

- a. Reservation,
- b. Station, or
- c. Other established area. This includes established, large reservation subdivisions that:
 - (1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawai'i); or
 - (2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).

2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:

- a. Front gate location for the reservation, station, or other established area, or
- b. County per diem rate for the TDY location, or
- c. Standard CONUS per diem rate, if neither the city/town nor the county is listed.

C. References

1. TDY Location Determination. See the [U.S. Census Bureau](#) website to determine in which county a destination is located.
2. Per Diem Location Claims Case. See [DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010](#).

D. Meeting and Convention. When a meeting/conference is arranged and reduced cost lodging accommodations are prearranged at the meeting/conference site, the Component sponsoring the meeting/conference must recommend a reasonable per diem rate to the participating agencies/components. See APP R regarding attendance at a meeting and registration fees.

U4055 TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS

- A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the [M&IE rate](#) for the TDY location is paid for each travel day.
- B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2).
- C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.
- D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.
- E. Meals Deduction. See par. U4230 for occasional meals authority.

U4060 TDY MORE THAN 24 HOURS

- A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.
- B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:
1. TDY location per diem rate, or
 2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.
- C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

U4065 DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)

- A. M&IE Rate. 75% of the appropriate locality [M&IE rate](#) is paid:
1. Regardless of departure time, and
 2. If travel begins and ends on the same day, and is longer than 12 hours.
- B. Rates Not Applicable. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
- C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.
- D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:
1. TDY location per diem rate, or
 2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.
- E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.
- F. **USCG MEMBERS ONLY**: USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

U4070 STOPOVER POINT

- A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. *Lodging does not include sleeping in the transportation terminal.*
- B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

U4075 FULL CALENDAR TRAVEL DAYS

- A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.
- B. Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/ stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

U4080 RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)

- A. General
 1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.
 2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
 3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.
- B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.
- C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.
- D. USCG MEMBERS ONLY: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.

U4085 EXAMPLE

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

U4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status. Per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death, NTE the ordered travel official distance.

B. Traveler in a Missing Status. Per diem is not authorized after 2400 of the day the traveler is officially determined to be in a missing status under the Missing Persons Act ([44 Comp. Gen. 657 \(1965\)](#)).

C. TDY ICW Leave

1. General

a. TDY Requirement is Known before Departure on Leave. If the TDY requirement is known before departure on leave, the traveler is reimbursed actual travel expenses NTE the constructed round trip cost between the PDS and TDY location.

b. City Pair Airfares. City pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave begins. See APP P2.

2. Absent from PDS for Personal Reasons. Except as provided in par. U4090-C5, a traveler who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

3. TDY at the Leave Point. A traveler on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem:

a. For the TDY performed in compliance with the order, and

b. And transportation expenses for the return trip that exceed what would otherwise been incurred if the traveler had not been required to perform the TDY ([31 Comp. Gen. 509 \(1952\)](#)).

4. Authorized to Resume Leave after Completion of TDY at Various Places, Including Return to PDS. A traveler, required to interrupt leave to perform TDY at various places, including return to the PDS, and then resume leave upon TDY completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY place(s) (except no per diem while at PDS) and return to the place at which leave was interrupted. TDY allowances are payable at the TDY location. ([25 Comp. Gen. 347 \(1945\)](#); [28 id. 237 \(1948\)](#); [39 id. 611 \(1960\)](#)).

5. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. U4090-C3, a traveler upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round trip distance and expense are not greater than the distances and constructed travel expense between the traveler's PDS and the TDY location ([27 Comp. Gen. 648 \(1948\)](#)).

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

traveling to the leave location made it unreasonable to require the traveler to assume the additional travel expense to comply with the recall or TDY order ([39 Comp. Gen. 611 \(1960\)](#)).

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

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

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

10. Directed to Proceed to New PDS After TDY Completion. A traveler directed to proceed to a new PDS after TDY completion is authorized:

a. PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and
- (2) Leave address, or place at which the order is received, to the TDY station; and
- (3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

D. Order Canceled while Traveler Is en route to a TDY Station. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station. ***Per diem is not authorized for any day on which the traveler was in a leave status.*** See [51 Comp. Gen. 548 \(1972\)](#) and [B-175427, April 14, 1972](#).

E. Field Duty

1. General. A member on field duty is not authorized per diem except when the:

- a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge and/or GOV'T meals at no charge for an enlisted member, were not available during stated field duty periods.
- b. Member participates in the operation advance planning or critique phase.

c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. U4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

- (1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and
- (2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

- (1) Authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or
- (2) Delegate authority to prescribe such a rate to a:
 - (a) Department headquarters bureau/staff agency chief, or
 - (b) Naval Systems headquarters commander

but there may be no further delegation.

3. Total Per Diem Paid. The authorized rate should be paid for the specified time period. The total per diem paid during the period the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty.

4. Per Diem Prohibition Period. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends.

5. Occasional Meals. Par. U4230 permits reimbursement for occasional meals or lodging.

6. Combatant Command/Joint Task Force (COCOM/JTR) AOR. See par. U4605.

F. Personnel Traveling Together

1. 'Personnel traveling together' is travel away from the PDS requiring travelers to remain together as a group while traveling, due to mission requirements.

2. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers.

3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.

4. Per diem prohibition:

- a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.
- b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.
- c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

5. If meals or lodging are not available, occasional meals and lodging are paid IAW par. U4230.
6. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.
7. Limited reimbursement refers to reimbursement for occasional meals and lodging.

*G. Straggler. See Ch 7, Part Q.

H. Ordered to Active Duty with PDS Not Designated in the Order. TDY per diem is:

1. *Not* authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.
2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. U4090-Japplies.

*I. Service Academy Graduates. See par. U7515-B.

J. Undergoing Processing

1. Per Diem Not Authorized. Per diem is not payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing:

- a. Processing,
- b. Indoctrination,
- c. Basic training (including follow-on technical training and/or home station training for an RC member), or
- d. Instruction in a TDY status

at a place that both GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized:

a. During travel to/from/between places for:

- (1) Processing,
- (2) Indoctrination,
- (3) Training, or
- (4) Instruction;

b. During a Delay/processing incident to:

- (1) Travel to a designated PDS, or
- (2) While awaiting transportation to PDS; or

c. Through the Secretarial process for TDY under instruction following initial technical/specialty training after basic training, if a PDS has been assigned.

K. Inpatient

1. General. Per diem is:
 - a. *Not* authorized for a member who is a hospital inpatient.
 - b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (APP A1).
2. Lodging. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. U4230.
3. Hospitalized Member. See par. U4090-M.

L. Assignment to Rehabilitation Center/Activity. A member is not authorized per diem for a TDY period when assigned to a rehabilitation center/activity for rehabilitation training and/or treatment when both GOV'T QTRS and dining facility/mess are available.

M. Hospitalized Member

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, [DoDFMR, Volume 7A, Ch 13](#), and (par. U1245).
2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the [DoDFMR, Volume 7A, Ch 13](#).

N. Member of a Mission. A member of a military, naval, air, or another mission authorized to receive additional pay/allowances from a foreign government or U.S. agency other than the respective Service, or from other sources, is not authorized per diem except when:

1. Specifically authorized jointly by the Secretaries Concerned;
2. Traveling under a Uniformed Service order;
3. A per diem allowance is not authorized by the foreign government; or
4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

O. Navigational and Proficiency Flights. A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized/approved at the member's request.

P. Assigned to Two-crew Nuclear Submarines. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the home port and no further travel is performed away from the home port under that order (57 Comp. Gen. 178 (1977)).

U4095 REDUCED [PER DIEM](#)

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.
2. Reduced per diem rate authority must be requested and authorized prior to the travel.
3. The reduced per diem rate must be less than the locality [per diem rate](#).

4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. U4095-I.
5. Include the name and telephone number for a PoC who may be contacted concerning the request.
6. If the request is approved, the appropriate office listed in par. U4095-I authorizes a lower per diem rate to the requesting official.
7. USCG Exception. USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

B. Authority. The Secretary Concerned may authorize (in advance) [per diem rates](#) in lesser amounts (to zero) than those listed at <http://www.defensetravel.dod.mil/site/perdiem.cfm> when the travel/duty circumstances warrant it and are unusual to the Service concerned. See par. U4090-E.

C. Authority Delegation. Reduced per diem authority may be delegated to the chief of a Service bureau/staff agency, but may not be further delegated.

D. Reduced Per Diem Not Authorized. If reduced per diem authority is not:

1. Obtained before travel begins, or
2. Part of an order amendment/modification covering a prospective period after the original order was issued.

an order prescribing a different per diem rate is *not authorized* and the applicable locality [per diem rate](#) is used.

E. Documentation. The authorized reduced per diem rate must be stated on:

1. The order before travel begins, or
2. An order amendment/modification covering a prospective period after the original order was issued.

F. Travel Day. The reduced/zero per diem rate does not apply to any travel day.

G. Laundry/Dry Cleaning. Reduced per diem rate establishment should incorporate an amount for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

H. Reduced Per Diem Increase. An increase to the zero/reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. U4300.

I. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

- *5. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD COMPONENTS. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

U4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits. Per diem is not authorized:

1. For travel/TDY performed within the PDS limits .
2. At the old/new PDS for TDY en route ICW PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY.

Exception: A traveler who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)).

Example: A traveler departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then completes PCS to Ft. Polk on 31 August. The traveler is authorized per diem at the Pentagon (old PDS) 5-15 August. If the traveler had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

This does not preclude per diem 'IE' payment IAW par. U1245 for a member hospitalized at the PDS.

NOTE: *Par. U4230 permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 USC §434](#)).*

B. TDY within the PDS Local Area but Outside the PDS Limits

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. U2800-B, unless overnight lodging is required.
2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.
3. Occasional meals may be paid under par. U4230 when the traveler is required to procure meals at personal expense outside the PDS limits. See par. U3040 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. U1245 for a member hospitalized within the PDS local area.

C. TDY within the PDS Limits for Emergency Circumstances

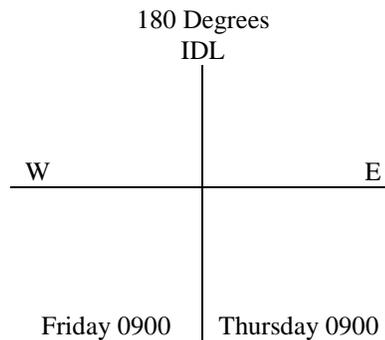
1. Per diem ICW transportation delays at the PDS may be paid in certain weather-related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).

2. Transportation Allowances. See Ch 3.
3. Per diem is authorized when overnight accommodations are used because of emergency circumstances that threaten injury to human life or damage to Federal GOV'T property.
4. Travel and transportation allowances are authorized while performing TDY within the PDS limits when authorized by competent authority. This does not include the member's residence or normal duty location.

U4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)

A. General. The IDL is an imaginary line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL, it is Friday west of the IDL.

B. Computing Per Diem when Crossing the IDL



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

1. Example 1. TDY Travel Involving IDL with a “Lost” Day.

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

25 Aug Wednesday	\$90 (M&IE) =	\$90.00
25 Aug Wednesday	75 % x \$90 =	\$67.50
Total		\$1,350.00

2. **Example 2.** TDY Travel Involving IDL without a “Lost” Day.

<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.</p> <p>When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.</p> <p>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19 to 24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
Total			\$1,380.00

U4110 SHIP TRAVEL

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the ‘Lodging Plus’ method.
2. Is not authorized for the first/last travel day by GOV’T ship when it departs from the port that is the traveler’s PDS/returns to the port that is the PDS.

B. GOV’T Ship

1. Per diem is not authorized for TDY aboard a GOV’T ship when QTRS are provided without charge and meals are provided with/without charge.
2. Per diem prohibition 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.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between GOV’T ships at the same place and the transfer is made within a 10-hour period.

C. Commercial Ship (U.S./Foreign/U.S. GOV'T Leased) Travel for 24 or More Hours

1. General. Per diem payment, in this subpar., applies to TDY travelers using a commercial ship as a passenger. It does not apply to travelers aboard a commercial ship for TDY/training.

2. Oceangoing Ferry. For the purposes of this subpar., an oceangoing ferry is not considered a commercial ship.

3. Traveler Not Charged for Meals. A traveler is not authorized per diem for meals when they are:

- a. Furnished without charge, or
- b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

a. A traveler is authorized per diem for meals equal to the furnished meals cost, except on embarkation/debarkation days, if otherwise authorized.

b. The AO should:

- (1) Set the meals portion of per diem equal to the anticipated expenses, and
- (2) State, in the order, the circumstances warranting the rate.

D. TDY ICW Fitting-out/Conversion of a Ship/Service Craft

1. Per Diem. Per diem is authorized during each fitting-out/conversion period.

2. Fitting-Out/Conversion Period. The fitting-out/conversion period includes the day the:

- a. Ship is commissioned or service craft is placed in-service, and
- b. Ship is decommissioned or service craft is placed out-of-service.

3. Per Diem End. Per diem ends on the date the member's assignment is changed from:

a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or

b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out-of-service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

E. TDY Aboard a Foreign (Non government) Ship

1. Per Diem

a. Per diem is not authorized when both QTRS and all meals are furnished without charge.

b. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.

2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. U4145.

F. Aboard Ship Constructed by a Commercial Contractor

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.
3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. U4145.

U4115 CAR FERRY TRAVEL

A. General. When TDY travel by POC is partly by road and partly by car ferry (circuitously or otherwise), per diem is authorized while on the ferry. See Ch. 3, Part I for transportation reimbursement.

B. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World

1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
2. Debarkation Day. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the traveler's location at 2400 on that day.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler's location at 2400 on the debarkation day.

E. Foreign Registered Ferry Use. See par. U3665 for required documentation if a U.S. registered ferry is not available.

U4120 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO believes the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity via the appropriate Service/AGENCY channels, and the applicable department/office listed below:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- *5. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

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

7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

8. Office of the SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

B. Final Submission Process. The Service/AGENCY determines that the survey request is valid and then may submit the request to:

CONUS Locations	Non Foreign OCONUS Locations	Foreign OCONUS Locations
<p>General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management (MA) ATTN: Jill Denning 1800 F Street NW Second Floor</p> <p>Washington, DC 20405-0001 jill.denning@gsa.gov</p>	<p>Defense Travel Management Office ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301</p>	<p>Department of State Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103</p>

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

U4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the GOV'T will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. A traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T. See par. U2000.
5. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.
6. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. U4130-F for multiple occupancy.

B. 'Lodging Plus' Computation

1. Requirements

- a. Per diem computed under this Part is based on the 'Lodging Plus' computation method.
- b. Per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location.
- c. The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodging Plus' computation.

2. Exceptions. Per diem for all official TDY travel must be computed under the 'Lodging Plus' method except when:

- a. A reduced per diem rate is authorized for the TDY (par. U4095);
- b. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. U4100-B;
- c. A per diem rate for travel by ship applies;
- d. Meals and lodging are furnished without cost to the traveler;
- e. An AEA is authorized for some/all of the TDY assignment; or
- f. Per diem is not payable for TDY ICW or in support of a military unit while on field duty.

C. Receipts

1. General. See par. U2710 and the [DoDFMR 7000.14-R, Volume 9](#) concerning receipts.
2. CONTINGENCY OPERATION Flat Rate Per Diem. A lodging expense receipt is not necessary when pars. U4950-E, U4950-F, and U4950-G apply unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

- a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on GOV'T business.
- b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.
- c. See the [GSA Travel Homepage](#) for a list of jurisdictions in which [lodging tax exemption](#) may be offered at the option of the lodging facility.

2. CONUS and Non Foreign OCONUS Area. Lodging tax in CONUS and in a non foreign OCONUS area is:

- a. *Not* included in the [locality per diem lodging](#) ceiling, and
- b. A reimbursable expense (APP G) when per diem/AEA is paid.

3. Foreign Area. Lodging tax in a foreign area is:

- a. Included in the [locality per diem lodging](#) ceiling, and
- b. *Not* a reimbursable expense (APP G) when per diem/AEA is paid.

E. GOV'T QTRS

1. A fee/service charge paid for GOV'T QTRS use is an allowable lodging expense.
2. Reimbursement for GOV'T QTRS use is NTE the maximum locality lodging ceiling.
3. See par. U2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a U.S. INSTALLATION, and GOV'T QTRS on that U.S. INSTALLATION are available and directed on the order.

F. Single and Multiple Occupancy of a Room

NOTE: The following presumes the member is not TDY to a U.S. INSTALLATION and ordered to use available GOV'T lodging on that U.S. INSTALLATION.

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.
2. Official Travelers Share a Room
 - a. Each official traveler is responsible for their portion of the room rate. **Example:** Two official travelers share a room –each is responsible for 50% of the room cost; three official travelers share a room–each is responsible for 33% of the room cost).
 - b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler's lodging per diem ceiling

eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 total with which to pay for a room.

c. Examples of Room Charge Allocation:

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

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

3. Official Traveler Shares a Room with a Non GOV'T Traveler(s). If an official traveler shares a room with a person(s) who is/are not a GOV'T traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

G. Lodging with a Friend or Relative

1. Lodging reimbursement *is not authorized* for a member who lodges with a friend/relative at the friend's/relative's residence.
2. A member, who lodges at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.
3. A member cannot be directed to lodge with a friend/relative.
4. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances.
5. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.
6. **Example:** A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee may be eligible for reimbursement of some lodging costs. See JTR, par. C4130-G.

H. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared with another person(s) whose name is on the lease/rental agreement/contract is split equally among the lessees. ***This includes nonofficial travelers whose name(s) is/are on the lease/rental agreement/contract.*** Official travelers are not authorized reimbursement for more than their equal share of the lodging payment.
2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.
3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.
4. The applicable daily M&IE rate is not prorated.

5. AEA must be:
 - a. Authorized/approved by the AO and
 - b. In the GOV'T's interest. See par. U4305.

I. Dependents Accompanying Traveler on TDY. The fact that a traveler's dependent(s) the traveler on TDY, at personal expense, does not affect the traveler's prescribed per diem rate.

J. Lodging in other than Commercial Facilities. When no commercial lodging facility is available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than a commercial facility is allowed. Such facility may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide a written explanation that is acceptable to the AO.

K. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location (i.e., where neither GOV'T QTRS nor commercial lodging is available) and must be obtained in an adjacent locality where the per diem rate is higher, the AO may, authorize/approve the higher per diem rate of the adjacent locality. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.

L. Online Booking Tool

1. General. A traveler should:
 - a. Follow Service procedures for making lodging reservations, and
 - b. Reserve a room directly with the hotel/chain, if authorized by the Service. This includes using the hotel's online website.
2. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/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.

M. Advance Lodging Deposit. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the Service.

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

U4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

- A. General. A contracting officer may contract for rooms and/or meals for a TDY traveler.
- B. Per Diem Limitation. The total daily amount paid by the GOV'T for the traveler's lodging, and M&IE is NTE the applicable per diem rate authorized in Ch 4, Part B ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)), unless an AEA is authorized/approved under Ch 4, Part C.
- C. Reimbursement Limitation. Reimbursement is not authorized for items rented for contract QTRS that are rented with an "option to buy". [GSBCA 15890-TRAV, 29 July 2003](#).

U4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate (or AEA if appropriate) for the en route stopover site (i.e., the location the traveler stayed overnight).

U4145 DUAL LODGING ON A SINGLE DAY

- A. General. Dual lodging:
1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
 2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the GOV'T QTRS would be available upon return);
 3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;
 4. Must be approved after the fact by:
 - a. An amended order, or
 - b. The AO on the travel voucher.
 5. Is limited to a maximum of 7 consecutive days.
 6. Extensions (more than 7 consecutive days) must be approved (after travel) by the Secretarial Process.
- B. Authorization/Approval. Dual lodging may only be authorized/approved when:
1. It is necessary for a traveler to retain lodging (for other than personal convenience) at one TDY location (Location A) and procure lodging at a second TDY location (Location B) on the same calendar day;
 2. The traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)). **Example**: Traveler is TDY to another location, intending to return that night, but is forced to remain overnight due to mechanical problems.;
 3. There is an economic impact based on (but not limited to):
 - a. Daily/weekly/monthly room rates,
 - b. Availability,
 - c. Storage charges, or

d. Shipment costs.

Example: Traveler is told if they check out of GOV'T QTRS for 2 nights, no room will be available upon return. [GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#); or

4. The traveler is unable to occupy the original lodging due to conditions beyond their control ([B-257670, 10 January 1995](#)). **Example:** A traveler staying in a recreational vehicle (RV) is forced to move to motel due to extreme weather.

C. Lodging Cost

1. Per Diem. Per diem, for the day(s) dual lodging is authorized/approved, is based on the lodging cost incurred at the second TDY location (Location B) where the traveler remained overnight.

2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is a reimbursable expense (APP G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

D. Lodging Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the per diem/AEA plus lodging tax that would have been paid had the traveler remained overnight at Location A.

E. Lodging Receipts. *Lodging receipts are required for dual lodging claims.*

F. Long Term Dual Lodging Not Allowed

1. Long term dual lodging is not authorized.

2. An order may not authorize long term dual lodging.

3. Multiple long periods (or a single all encompassing period) of dual lodging reimbursement for lodging retained at the TDY site on the order is not authorized and violates the intent of this authority.

4. Known TDY locations must be named in the order.

G. Computation Examples

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

1. **Example 1.** A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (APP G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.

<u>Per Diem Rates</u>			
<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days		Total
\$45	5		\$225
Per Diem for the TDY Assignment in Location B			
<u>First Day</u>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE		Total
\$95	\$46		\$141 plus lodging tax (<u>NOTE</u>)
<u>Second thru Fifth Day</u>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$95	\$46		\$141/day x 4 days = \$564 plus lodging tax (<u>NOTE</u>)
<u>Return day to Location A</u>			
(Lodging cost + M&IE)			
Lodging	M&IE		Total
\$45	\$46		\$91

2. **Example 2.** A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3 day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.

Per Diem Rates			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for GOV'T QTRS for 3 Days			
Lodging	Number of Days		Total
\$25	3		\$75
Per Diem for the TDY Assignment in Location D			
First Day (Departure day from Location C and arrival day in Location D):			
Lodging	M&IE		Total
\$110	\$46		\$156 plus lodging tax (NOTE)
Second and Third Day (Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$110	\$46		\$156/day x 2 days = \$312 plus lodging tax (NOTE)
Day of Return to Location C (Lodging Cost + M&IE)			
Lodging	M&IE		Total
\$25	\$38		\$63

U4150 LODGING OBTAINED AFTER MIDNIGHT

A. **Lodging Required.** When the traveler is en route to a TDY location and does not arrive at the lodging site until 2400 or later, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

B. **Lodging Not Required.** If no lodging is required, the per diem rate is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

U4155 LONG TERM TDY LODGING

A. **General.** If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. Follow Service/Agency procedures for making lodging arrangements.

B. **Computation**

1. When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodging at a daily rate.

3. This does not apply when a residence is purchased. See par. U4165.

C. Computation Example

<u>Leave Taken While TDY with Long Term Lodging</u>
1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).
2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

*D. Contingency Operation. See par. U7030 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a CONTINGENCY OPERATION.

*E. Evacuation. See par. U7035 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4160 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED OR RENTED WHILE TDY

A. General. An apartment, house, or recreational vehicle (e.g., mobile home, camper, camping trailer, or self-propelled mobile recreational vehicle) leased or rented ICW official TDY qualifies as lodging.

B. Expenses

1. General Maintenance. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. These expenses include (but are not limited to) fees for:

- a. Utility use and connection/disconnection (e.g., electricity, natural gas, water, fuel oil, sewer);
- b. Dumping;
- c. Showers;
- d. Cleaning/maids;
- e. Cable TV;
- f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and
- g. Monthly telephone use. Monthly telephone use *does not include*:
 - (1) Installation charges;
 - (2) Unofficial long distance calls; and/or
 - (3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See APP G for official communications.

2. Lodging Expenses. Allowable lodging expenses include:

- a. Apartment, house, or recreational vehicle rent;

- b. Parking space for the recreational vehicle rent;
- c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and
- d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994.](#)

3. Furniture Expenses

a. Rental

- (1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.
- (2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the GOV'T the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995.](#)
- (3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010.](#)

b. Shipment. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of furniture shipment from a previous residence, even if the shipment is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005.](#)

c. Purchase. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of purchasing furniture for the unfurnished TDY lodging, even if the furniture purchase is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005.](#)

4. Mortgage Interest and Property Taxes. When a dwelling of any kind (including a recreational vehicle) is purchased under some form of “rent to buy” option, all associated mortgage interest and property taxes, previously claimed, *must be repaid*. FTR §301-11.12(b).

U4165 RESIDENCE PURCHASED AND USED FOR TDY LODGING

A. TDY Order Issued on/after 1 January 2012

- 1. Mortgage Interest and Property Taxes. Effective with an order issued on/after 1 January 2012, mortgage interest and property taxes associated with the purchase of any dwelling (to include a recreational vehicle) purchased at a TDY location may *not* be claimed as substantiation for payment of per diem while TDY.
- 2. Utilities. Effective 10 January 2012, utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.
- 3. **Example**: Order issued 29 December 2011 and dwelling purchased 2 January 2012 = no lodging payments for purchase costs.

B. TDY Order Issued before 1 January 2012, and Dwelling Purchased before 1 January 2012. Personnel issued orders before 1 January 2012 who already purchased a dwelling at the TDY location before 1 January 2012 may continue to claim lodging costs related to the purchased dwelling until the expiration of the current TDY order including any extensions to that order limited to the following:

1. Prorated Monthly Expenses. Allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)).
2. Allowable Expenses. The following monthly charges are allowable expenses:
 - a. Mortgage interest;
 - b. Property tax; and
 - c. Utility costs actually incurred, (e.g., electricity, natural gas, water, fuel oil, sewer charges).
3. Expenses Not Allowed. The following expenses are not reimbursable, any:
 - a. Installation fees;
 - b. Hook up charges;
 - c. Entertainment utilities (e.g. cable, TV, telephone); and
 - d. Costs associated with the rental, purchase or shipment of furniture.
4. Lodging Per Diem Payable. The total lodging per diem payable must not exceed the applicable TDY maximum locality lodging ceiling, unless an AEA (Ch 4, Part C) is authorized/approved.
5. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. Lodging obtained on a weekly, monthly, or longer term basis does not apply when the residence is purchased. See par. U4155.

U4170 LODGING COST UNDER THE BARTER SYSTEM

- A. General. A TDY traveler, in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodging obtained in private dwellings.
- B. Reimbursement. Reimbursement may not exceed 20% of the locality per diem lodging ceiling.
- C. Receipts. As an exception to the \$75 or more receipt rule, the traveler should provide receipts for the barter goods and the traveler's certification that the barter goods were delivered to the householder for the lodging, if required by finance regulations.

U4175 LODGING PER DIEM COMPUTATION

- A. General. Lodging reimbursement while on TDY or at a delay point, is NTE the [locality per diem lodging](#) ceiling for the TDY or delay location.
- B. Total Day's Per Diem. The lodging cost/locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate.
- C. Maximum Reimbursement. Reimbursement is NTE the maximum per diem rate for the TDY/stopover locality unless an AEA is authorized/approved IAW Ch 4, Part C.
- D. Lodging Not Available at the TDY Location. When lodging is not available at the TDY location, the per diem rate for lodging at another location may be authorized (par. U4130-K).

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 3: M&IE

U4200 M&IE RATE DETERMINATION

A. Day of Departure/Return. On the day of departure/return to the PDS, the GMR, PMR, \$3.50 IE and reduced per diem rate do not apply.

B. CONUS Full Days

1. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel. Use the M&IE rate for the locality concerned.

2. Government Meal Rate (GMR). The standard GMR paid for meals in a GOV'T dining facility/mess plus \$5 IE is paid. This rate applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

b. The GMR is directed,

c. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

d. The member is not traveling.

3. Proportional Meal Rate (PMR). The PMR plus \$5 IE is paid. The PMR applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

b. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

c. The member is not traveling.

4. Member Directed to Procure Private Sector Lodging off the U.S. INSTALLATION. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodging off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and is authorized the locality meal rate instead of the GMR/PMR and \$5 IE. *Just because GOV'T QTRS are available, a command cannot send a member into private sector lodging off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to the GMR/PMR.*

C. OCONUS Full Days

1. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

2. GMR. The Standard GMR paid for meals in a GOV'T dining facility/mess plus the appropriate IE rate is paid. This rate applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned

TDY,

b. The [GMR](#) is directed,

c. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

d. The member is not traveling.

3. PMR. The PMR plus the IE rate is paid. The PMR applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4200-C5),

b. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

c. The member is not traveling.

4. OCONUS IE

a. Member Travel (*Except USCG*)

(1) The OCONUS IE rate used is:

(a) The locality IE rate, or

(b) \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses.

(2) Regardless of the location the member is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009.

(3) The \$3.50 IE rate does not apply on any day the member is traveling.

b. USCG ONLY

(1) OCONUS locality IE rate. For USCG members and members traveling on USCG funds, the OCONUS locality IE rate is:

(a) The applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), or

(b) \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION.

(2) Exceptions. The AO may determine that \$3.50 is:

(a) Adequate when the member is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.

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

5. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and is authorized the locality meal rate instead of the GMR/PMR plus the locality IE rate unless the \$3.50 IE rate is authorized under par. U4200-C4.

Just because QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE to the GMR or PMR.

D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses of Instruction)

1. Authority. The schoolhouse/COCOM/JTF commander:
 - a. Determines the appropriate meal rate (GMR, PMR or locality meal rate based on GOV'T dining facility/mess availability) regardless of what the AO puts in the TDY order, to the contrary.
 - b. May only specify the GMR for a day when all 3 meals are available.
 - c. May only specify the PMR when at least one meal a day is available.
2. Meal Rate Information. Information about the course that provides the appropriate meal rate:
 - a. Should be documented in the order, including the source of the information, and
 - b. That is not available prior to order issuance must be provided to the traveler, by the commander/designee, upon arrival and submitted with the travel voucher.
3. GOV'T Dining Facility/Mess. A GOV'T dining facility/mess is:
 - a. Available only if GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler.
 - b. *Not available* on an interim travel day, except when traveling within the AOR IAW par. U4605-B1c.

U4205 DEDUCTIBLE MEALS

A. PMR Application

1. The PMR in pars. U4200-B3 and U4200-C3 applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.
2. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).
3. A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.
4. See APP R2, par. J for PMR computation examples.

B. Deductible Meal. A deductible meal is a meal:

1. Made available pursuant to an agreement between the GOV'T and any organization, if the order directs use of the facility providing the meal(s);
2. Included in a GOV'T paid registration fee;

3. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
4. Furnished by the GOV'T at no cost to a traveler;
5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
6. Provided by a lodging establishment when meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

C. Negotiated Lodging Rate. A negotiated lodging rate:

1. Should fall within the locality lodging rate, or if declared (APP R), within the conference lodging rate.
2. That exceeds the locality/conference lodging rate, should be covered by an AEA lodging rate that includes meal(s).

D. Light Refreshments. 'Light refreshments' (including a continental breakfast):

1. Constitute a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast 0600-0800).
2. Served during a break (not at a meal time) do not constitute a deductible meal.

E. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the traveler, only the IE for that day is payable (CONUS: \$5; or OCONUS: the locality [IE rate](#), or \$3.50).

F. AO Authority. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and
2. Attempted, but is unable, to make, alternative meal arrangements for a substitute meal, and
3. Must purchase a meal that satisfies the medical requirements or religious beliefs, or
4. Is unable to eat the deductible meal due to mission.

U4210 NON DEDUCTIBLE MEALS

A. Non Deductible Meal. The following is not a deductible meal:

1. Box/'bagged' meal from a GOV'T dining facility/mess, (e.g., C Rations, K Rations, MREs) except when the GOV'T dining facility/mess box/'bagged' meal is the *only method* of providing an adequate meal to a member. **NOTE: See par. U4605 for a traveler on TDY within a COCOM or JTF AOR.**,
2. In flight meal,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meal consumed in a GOV'T dining facility/mess,
5. Meal furnished on a commercial aircraft,
6. Meal provided by a private individual, or

7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is \$75 with or without breakfast).

B. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the traveler, only the IE amount for that day is payable (\$5 in CONUS, or the applicable locality IE rate, or \$3.50 OCONUS).

C. Limitations

1. An organization may not provide a GOV'T meal in a GOV'T dining facility/mess at no charge to a TDY member and order it used as a deductible meal for per diem.
2. An organization may not treat TDY members as permanent party by providing GOV'T meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) as addressed in DoDFMR, Vol. 7A, par. 250105.C1.
3. A GOV'T dining facility/mess is available only when GOV'T QTRS on the U.S. INSTALLATION on which the member is TDY are available (see par. U4235-B1).
4. DoDFMR Vol. 7A, Ch 25 and Vol. 12, Ch 19 prohibit military members from being provided meals or rations at no charge by or on behalf of the GOV'T while entitled to BAS (***NOTE: Members on TDY receive BAS.***) for the same period of service, except when a patient is in a hospital. See par. U4235-C.
5. ***Example.*** A member is TDY with a unit conducting an exercise. The U.S. INSTALLATION on which the member is TDY does not have enough on base lodging for all members in TDY status. Member receives a non availability of GOV'T QTRS and lodges off base during the exercise. Because GOV'T QTRS are not available, the dining facility/mess is therefore also not available. Consequently, the AO may not direct member to the GMR or PMR (i.e., to eat all/some meals in dining facility/mess) and the member must be reimbursed for meals at locality per diem meal rate, regardless if member chooses to purchase/consume one or more meals in the GOV'T dining facility/mess.

U4215 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. U4205-B5 and U4205-B6 when a charge for meals is added to the lodging cost. See [CBCA-1900-TRAV, 3 MAY 2010](#).

U4220 LODGING AND MEALS PROVIDED WITHOUT COST

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

1. CONUS: \$5 IE; or
2. OCONUS:
 - a. The OCONUS locality IE, or
 - b. \$3.50 IE, if the AO determines it to be adequate for anticipated expenses. ***The OCONUS IE of \$3.50 must be stated in the order.***

B. Maximum Per Diem. Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum per diem rate. See par. U4090-E for per diem ICW field duty.

U4230 OCCASIONAL MEALS AND/OR LODGING

A. General. A member is authorized reimbursement for meals and/or lodging when the AO determines the member must execute one of the occasional meals and lodging requirements *and* is in a status IAW this par.

B. Requirements

1. Procure lodging from commercial, GOV'T or non appropriated fund sources;
2. Use GOV'T QTRS and pay a service charge;
3. Retain lodging at a prior TDY location when the retention is authorized/approved by appropriate authority; or
4. Procure meals from commercial or non appropriated funds sources;

C. Status

1. Member Escorting Arms Control Inspection Team/Members. Within PDS limits, only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in country period referred to in the treaty or agreement. See par. U4100-A.
2. TDY within the PDS Local Area (Outside the PDS Limits). See par. U4100-B.
3. Round Trips within 12 Hours. See par. U4050-A20.
4. Members Traveling Together with No/Limited Reimbursement. See par. U4090-F.
5. TDY or Training Duty Aboard a Ship. See par. U4110.
6. Field Duty. See par. U4090-E.
7. A Member and/or Straggler Separated from Others Traveling Together Under an Order Directing No/Limited Reimbursement Travel. See pars. U4090-F and U4090-G.
8. EUM. See par. U4240.
9. Inpatient. See par. U4090-K.
- *10. SROTC Member. Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no GOV'T QTRS or GOV'T dining facility/mess are available. See par. U7620-B7.

D. Computation

1. Lodging

- a. Allowable Amount. The amount allowed is the member's lodging cost NTE the maximum lodging amount within the [per diem rate](#) for the TDY locality.
- b. Reimbursement in Excess of Allowable. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, the AO may authorize reimbursement in greater amounts for the occasional lodging cost. See Ch 4 Part C.
- c. Lodging Procurement Required. When a member is required to procure/retain unoccupied lodging or to procure/retain lodging at more than one location on any calendar day, reimbursement is IAW par. U4145.

2. Meals

- a. Procured Meals Required. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) based on the applicable [per diem rate](#) for the TDY locality.
- b. More than One Locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4235 GOV'T DINING FACILITY/MESS

A. Dining Facility/Mess Available. A GOV'T dining facility/mess on the U.S. INSTALLATION must be used to the maximum extent practicable by members quartered on a U.S. INSTALLATION.

B. Dining Facility/Mess Not Available. A GOV'T dining facility/mess is not available:

1. When GOV'T lodgings on the U.S. INSTALLATION are not available (see Ch 2, Part H);
2. On travel days; or
3. When an AO determines:
 - a. The use of the GOV'T dining facility mess adversely affects mission performance;
 - b. There is excessive distance between the GOV'T dining facility/mess and places of duty, and/or of lodging;
 - c. Transportation is not reasonably available between the GOV'T dining facility/mess and places of duty, and/or of lodging; or
 - d. Duty hours and GOV'T dining facility/mess operating hours are not compatible.

C. GMR/PMR Documentation

1. GMR/PMR Directed. An order must direct the GMR or PMR if one of these rates is to apply.
2. GOV'T Dining Facility/Mess not Available. If the GMR or PMR is directed, but the GOV'T dining facility/mess is not available, the member must be reimbursed:
 - a. The locality M&IE meal rate if all three meals were not available; or
 - b. The PMR if one or two meals were not available;
3. Non Availability Approval. The AO must approve the member's non availability certification.
4. Order Modification. An order modification must be made to document the meal rate change.
5. GMR/PMR not Directed. If an order does not direct the GMR or PMR, the locality M&IE rate is paid (an exception to this is schoolhouse training (par. U4200-D)).
6. Deductible Meals. See par. U4205.

D. Limitations

1. An organization may not treat TDY members as permanent party by providing GOV'T meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) in DoDFMR, Vol. 7A, par. 250105.C1.

2. A TDY member pays for meals in the GOV'T dining facility/mess and is authorized the GMR/PMR except for limited circumstances:
 - a. Field duty (par. U4090-E),
 - b. Sea duty (par. U4110-B),
 - c. EUM (par. U4240),
 - d. Members traveling together with no/limited reimbursement (par. U4230-C7), and
 - e. JTF operations (par. U4600).
3. See DoDFMR, Vol. 7A, Ch 25 for pay account collection.

U4240 ESSENTIAL UNIT MESSING (EUM)

- A. General. There is no authority to pay for meals when the Secretary Concerned/Combatant Commander/JTF Commander, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness.
- B. Start/End Time. The prohibition on paying for meals begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.
- C. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4230.
- D. IE Rate
 1. The IE rate paid is:
 - a. \$5 in a CONUS locality,
 - b. The locality [IE rate](#) in an OCONUS locality, or
 - c. \$3.50, in an OCONUS locality, when the AO determines \$3.50 is adequate for anticipated expenses. The \$3.50 rate must be stated on the order for it to be paid.
 2. If an order does not state otherwise, the locality IE rate is paid.

PART D: TRAVEL

U4400 GENERAL

A. Mandatory Policy. It is MANDATORY policy to use an available DTMO contracted CTO, or GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation. If a DTMO contracted CTO/GSA contracted TMC is not available the traveler must contact the responsible Agency/Service designated official.

B. Transportation

1. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem/AEA is payable for actual travel performed NTE the per diem/AEA that would have been paid if the directed transportation mode had been used.

2. When the directed transportation mode is not available, or the order does not specify any transportation mode, per diem/AEA is computed as though the transportation mode actually used was directed.

C. Constructed Travel Computation. Transportation allowances for constructed travel are based on the carrier's:

1. Required check in time, plus travel time from home/office/place travel actually began, and

2. Scheduled arrival time at the terminal plus travel time to home/office/place travel actually ended.

D. Reimbursement Limits. The total per diem/AEA paid must not exceed constructed travel over a usually traveled route by air/surface common carrier, and is more economical to the GOV'T.

U4405 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the actual travel time is used for computation.

U4410 STARTING AND ENDING TRAVEL

A. General

1. The order establishes when travel status starts and ends.

2. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours (2400-0600).

3. When travel is between 2400-0600, the only acceptable sleeping accommodations are:

a. Ship staterooms, and

b. Train sleeping cars.

4. Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations.

5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. U4415-C and U4415-D).

6. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400-0600, if there is a more reasonable schedule that meets mission requirements ([CBCA 3211-TRAV, 30 July 2013](#)).

7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. U4415-B and U4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

B. Travel between 0600-2400. Travel should be scheduled between 0600-2400. To prevent travel between 2400-0600, it is reasonable for a traveler to depart the:

1. PDS/home early enough to prevent travel between 2400-0600, or
2. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

C. Additional Per Diem for Travel between 0600-2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600-2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

1. **Example 1.** A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.
2. **Example 2.** A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

U4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

A. General. When scheduling flights of 14 or more hours (par. U3520-C11):

1. First choice is to use economy/coach class and arrive the day before the TDY begins, to allow for appropriate rest.
2. Second choice is to use economy/coach class and arrange an en route rest stop (preferably at a no cost point allowed by the airline) with arrival on the day TDY starts.
3. The last and most expensive option is to use business accommodations arriving on the day the TDY starts. ***This option should be avoided whenever possible.***

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.

2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. U3030 for scheduled travel.
4. See par. U4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
 - a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.
 - b. May only be authorized when travel is to the TDY site.
 - c. Must not be authorized for the return flight if the traveler can rest before reporting back to work.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
 - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
 - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. U4410-A regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
 - a. The origin or destination is OCONUS; and
 - b. Travel is by a usually traveled route; and
 - c. Travel is by less than first/business class accommodations; and
 - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. 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 (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*.
3. Flight Length
 - a. The flight length (14, 20, 30, 40 hours)" is not sufficient justification to authorize/approve an en route rest stop.
 - b. Flight length justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work.
 - c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.
 - d. When using flight length to justify a rest stop, the order must clearly state when the TDY travel was identified and when travel reservations were made.

4. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:
 - a. Travel is authorized by first/business class service.
 - b. For personal convenience, a traveler chooses to travel by a circuitous route, , causing excess travel time.
 - c. A traveler takes leave at a stopover.
5. En Route Rest Stop Location. An en route rest stop:
 - a. May be authorized/approved at any intermediate point; and
 - b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
 - c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).
6. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
7. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the traveler reports for duty when:

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. 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 the flight(s) between two duty points, including scheduled non-overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. U4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem/AEA for the additional time may be paid if the:

1. Transportation savings offset the additional per diem/AEA cost, yielding an overall savings to the GOV'T; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

U4420 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. U3025-C.

U4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. U3010), partly by POC and partly by common carrier, is computed IAW par. U3025-E or U4765.

U4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION

A. Authorization/Approval

1. TDY travel may be authorized/approved to begin/end at one of the places listed in this par. without requiring the traveler to first report to headquarters/the regular duty place.
2. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

B. Starting/Ending Travel. If to the GOV'T's advantage, POC use may be authorized/approved to begin/end at the:

1. Traveler's residence (from which the traveler commutes daily to the PDS),
2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or
3. Place near the traveler's residence where the POC is garaged/stored.

C. Cost. *Relative cost should be a consideration.*

D. **Example**. Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

U4435 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For this par. "extended TDY" means directed continuous travel of 3 or more weeks.
2. A traveler on extended TDY (other than deployment) may be authorized to periodically return, in an official travel status, to the PDS/place from which the traveler commutes daily to the PDS, on weekends or other non-workdays.
3. Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.
4. Return to the PDS/place of abode is not authorized for Coast Guard members.

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

2. Return travel must be authorized/approved and included in the travel order/voucher. *This travel is an exception to the policy of scheduling travel during regular duty hours.* Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4440.

C. Lodging Retained at TDY Location during Authorized Return

1. Authorization/Approval. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

2. Reimbursement

a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.

b. See APP G for reimbursable expenses.

*c. See par. U7030 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

U4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods. This par. applies to an active duty and RC member.

*B. Authorized Allowances. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS. See par. U7030 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

C. Allowances Not Authorized

1. No per diem is credited for any day the traveler is in a leave status.

2. Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a reimbursable expense (APP G). FOREIGN AREA lodging tax is not a reimbursable expense.

*D. Lodging Retained at TDY Location. All costs for lodging retained at the TDY location during a voluntary return is the traveler's financial responsibility, except IAW pars. U7030 or U7035.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command 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 per pars. U3210-D).

NOTE: The *per diem*, *TDY mileage*, and *GMR* used in these examples are for illustrative purposes and may not reflect current rates. See par. U2600 for the current TDY mileage rate; par. U2605 for the current MALT rate; and APP A for the GMR.

1. **Example 1.** Per Diem and POC TDY Mileage Computation

<p>A traveler performs TDY (not at a U.S. INSTALLATION) and returns to the PDS during the TDY period on the weekend for personal reasons.</p> <p>The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).</p> <p>AEA is not authorized.</p> <p>Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.</p> <p>POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.</p> <p>The traveler is due \$1,500.25 (constructed cost since it is less than the actual cost for this example).</p> <p>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</p>			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	\$65 + (\$46 x 75%) =		\$ 99.50
24 to 26 June	\$65 + \$46 = \$111/day x 3 days =		\$333.00
27 June	\$46 x 75% =		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	\$65 + (\$46 x 75%) =		\$ 99.50
30 June to 2 July	\$65 + \$46 = \$111/day x 3 days =		\$333.00
3 July	\$46 x 75% =		\$ 34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$.565/mile =			\$ 734.50
Actual Cost Total			\$1,668.50
CONSTRUCTED COST			
23 June	\$65 + [\$46 x 75%] = \$65 + \$34.50 =		\$ 99.50
24 June to 2 July	\$65 + \$46 = \$111/day x 9 days =		\$999.00
3 July	\$46 x 75% =		\$ 34.50
1 round trip of 650 miles (official distance) x \$.565/mile =			<u>\$ 367.25</u>
Constructed Cost Total			\$1,500.25

2. **Example 2.** Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. U4200-B2) is \$10 plus \$5 IE for this example.

POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.

The member is due \$410.05 (constructed cost since it is less than the actual cost for this example).

NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4065 and U4080). The GMR rate used in the example is for illustrative purposes only – see APP A for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10 + \$5 \text{ (IE)} =$		\$ 21.00
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	$\$6 + \$10 + \$5 \text{ (IE)} = \$21/\text{day} \times 2 \text{ days} =$		\$ 42.00
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$.565/\text{mile} =$			<u>\$418.10</u>
Actual Cost Total			\$631.10
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	$\$6 + \$10 + \$5 \text{ (IE)} = \$21/\text{days} \times 6 \text{ days} =$		\$126.00
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) $\times \$.565/\text{mile} =$			<u>\$209.05</u>
Constructed Cost Total			\$410.05

3. **Example 3.** 'Lodging Plus' Per Diem Computation

ITINERARY	
5 Mar (Mon)	Depart PDS
5 Mar (Mon)	Arrive TDY
9 Mar (Fri)	Depart TDY
9 Mar (Fri)	Arrive PDS
11 Mar (Sun)	Depart PDS
11 Mar (Sun)	Arrive TDY
16 Mar (Fri)	Depart TDY
16 Mar (Fri)	Arrive PDS
<p>The traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$46 equals \$101 which does not exceed the TDY location \$135 (\$89/ \$46) maximum per diem rate.</p>	
CONSTRUCTED COST	
<p>Applying the \$101 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$303 for Friday, Saturday and Sunday (\$101/day x 3 days = \$303).</p>	
ACTUAL COST	
Per diem for the return day to the PDS on Friday 75% x \$46 =	\$ 34.50
Cost of round trip transportation =	\$180.00
Per diem for the travel day to the TDY location (75% x \$46) + \$55 =	<u>\$ 89.50</u>
Total	\$304.00
<p>The actual cost of per diem and transportation (\$304) for round trip travel to the PDS exceeds the constructed cost of per diem (\$303) the traveler would have been authorized if the traveler remained at the TDY location. The traveler is reimbursed \$303.</p>	
<p>Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round trip mileage and per diem in the amount of \$304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.</p>	
<p>TDY mileage is not paid to the passenger.</p>	
<p>If each traveler's per diem is taken into account, the maximum per diem payable would be \$606 (\$101/day/traveler x 3 days = \$303/traveler x 2 travelers).</p>	
<p>If the round trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round trip mileage for the driver traveler and per diem for the passenger traveler equal to \$428). \$34.50 per diem for Friday + \$89.50 per diem for Sunday = \$124</p>	
<p>\$124/person (per diem for Friday and Sunday) x 2 people = \$248 per diem</p>	
<p>\$248 (per diem) + \$180 (transportation for 2 travelers) = \$428</p>	
<p>The driver receives \$304. The passenger receives \$124.</p>	
<p>There is a \$178 savings to the GOV'T (\$606 - \$428).</p>	

4. **Example 4.** TDY Per Diem & POC TDY Mileage Computation

A traveler is assigned to a TDY location. The travel order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours.

NTE the maximum TDY location per diem rate \$144 (\$83/ \$61) may be reimbursed for the round trip between the TDY and PDS locations. The traveler's lodging cost is \$60/day if the traveler remained at the TDY location.

The traveler is due \$522 (actual cost) which is less than the constructed cost.

<u>Day</u>	<u>Date</u>	<u>Depart PDS</u>	<u>Return PDS</u>	<u>POC Distance</u>
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thurs	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$.565/mile =				<u>\$ 339.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				\$522.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thurs	10/18	75% x \$61 =		\$ 45.75
One round trip of 150 miles x \$.565/mile =				\$ 84.75

5. **Example 5.** AEA Comparison

ITINERARY		
Sun	10/07	Arrive TDY location (AEA Authorized NTE \$90)
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
<p>The maximum AEA payable at the traveler's TDY location is \$90/day. This is used in comparing the actual expenses for the round trip travel and what would have been payable if the traveler remained at the TDY location.</p> <p>If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidental expenses) and on Sunday after return (lodging)) exceed the official TDY location rate, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.</p> <p>If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.</p>		

6. **Example 6.** Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. U4200-B2) is \$9.90 plus \$5 IE for this example.

POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.

The member is due \$405.75 (constructed cost since it is less than the actual cost for this example).

NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days. The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.

Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 to 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	\$6 + \$34.50 (\$46 x 75%) =		\$ 40.50
10 July	\$6 + \$9.90 + \$5 (IE) =		\$ 20.90
11 July	\$46 x 75% =		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	\$6 + \$34.50 (\$46 x 75%) =		\$ 40.50
14 to 15 July	\$6 + \$9.90 + \$5 (IE) = \$20.90/day x 2 days =		\$ 41.80
16 July	\$46 x 75% =		\$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.555/mile =			<u>\$410.70</u>
Actual Cost Total			\$623.40
CONSTRUCTED COST			
9 July	\$6 + \$34.50 [\$46 x 75%] =		\$ 40.50
10 to 15 July	\$6 + \$9.90 + \$5 (IE) = \$20.90/days x 6 days =		\$125.40
16 July	\$46 x 75% =		\$ 34.50
1 round trip of 370 miles (official distance) x \$0.555/mile =			<u>\$205.35</u>
Constructed Cost Total			\$405.75

U4445 TRAVEL TO AN ALTERNATE LOCATION ON NON DUTY DAYS

A. **General.** A TDY traveler who travels to a location, other than the PDS/home, for personal reasons on non duty days (and returns to the TDY location) is:

1. Not authorized transportation expense reimbursement.
2. Authorized only per diem related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location.

3. Reimbursed NTE what would have been paid had the traveler remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

B. **Examples**

1. General Circumstances. Traveler is TDY from Location A to Location B. Location B per diem = \$173 (\$122/\$51). Traveler drives from Location B to Location C on Friday night. Traveler returns to Location B Sunday night. Traveler checks out of Location B hotel on Friday and stays in Location C hotel Friday and Saturday nights. Location B hotel (actual cost) = \$120 lodging + \$14.40 lodging tax (12%). Traveler pays \$145 lodging + \$18.85 (13% lodging tax) per night in Location C, for Friday and Saturday. Location C per diem = \$203 (\$149/\$54). Traveler is paid NTE the Location B per diem rate of \$173/night (\$122 lodging + \$51 M&IE). Traveler is reimbursed for 2 nights lodging tax at Location C NTE \$29.28 (based on Location B lodging tax rate of \$14.64 per night (12% of \$122)). **Traveler is not authorized TDY mileage for driving between Locations B and C.**

2. Lodging with Friends/Family. Traveler is TDY from Location D to Location E. Location E per diem rate = \$161 (\$110/\$51), Traveler is staying with friends and incurring no lodging cost. Traveler drives to Location F on Friday night and returns to Location E Sunday night. Traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 lodging and \$9 lodging tax (12%) each night. Even though the Location F per diem rate is \$114 (\$70/\$44), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. Traveler is paid \$110 for lodging + \$51 for M&IE based on the maximum per diem for Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. **Traveler is not authorized any TDY mileage for driving between Locations E and F.**

3. GOV'T QTRS and PMR DIRECTED. Member is TDY from Location X to Base Y (per diem rate \$161 (\$110/\$51)). Member stays on the U.S. INSTALLATION for \$20/night (no tax) and is paid \$34/night (\$29 PMR + \$5 CONUS IE). This amount is based on the order that indicates GOV'T QTRS and the PMR is directed. Member drives to Location Z on Friday night and returns to Base Y Sunday night. Member checks out of the Base Y GOV'T QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. At location Z the traveler pays \$75 lodging + \$9 (12% lodging tax) each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/\$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is paid per diem (\$20 for lodging + \$34 for the PMR based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR + CONUS "IE" since they were directed in the order. **Member is not authorized TDY mileage for driving between Locations Y and Z.**

U4450 RETURN TO PDS DIRECTED DURING NON WORKDAYS

A. General. When the TDY assignment does not require a traveler to remain at the TDY location on non workdays (including holidays), the AO may require a traveler to return to the PDS for non workdays provided the conditions below are met.

B. Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non workdays:

1. The expense for round trip transportation and per diem allowance/AEA en route is less than the per diem allowance/AEA that would have been paid if the traveler remained at the TDY location,
2. The last workday at the TDY location, before returning to the PDS, is not adversely affected,
3. The first workday at the TDY location, after returning from the PDS, is not adversely affected, and
4. The travel order states the traveler must return to the PDS for non-workdays.

CHAPTER 4: TDY

PART G: POC TRAVEL

U4700 AUTHORIZATION/APPROVAL

POC use for TDY travel should be authorized/approved if it is:

1. Acceptable to the traveler, and
2. To the GOV'T's advantage.

U4705 GENERAL

1. *POC travel may not be directed*; but is permitted:
 - a. In the GOV'T's interest, or
 - b. For the traveler's convenience.
2. POC use is encouraged when it is to the GOV'T's advantage.
3. POC use is authorized in the travel order with the appropriate TDY mileage rate (par. U2600).
4. POC use not authorized in advance of travel may be approved, by the AO in a travel order amendment, after travel.
5. Reimbursement is authorized for parking fees, ferry fares, road, bridge, and tunnel tolls over the most direct route between the official stations involved (see APP G).
6. TDY mileage is based on the DTOD distance between authorized points (DoD Services) or from appropriate distance sources (non DoD Services).
7. Leave is IAW Service regulations for duty hours missed as a result of POC travel.
8. This Part does not apply to POC use instead of a GOV (B-183480, 4 September 1975).
9. The per diem rate authorized in the travel order is used for computing per diem.

U4710 TRAVELER ELECTS TO USE A POC

A. General. A traveler may not be prohibited from using a POC on official travel.

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

1. Per diem/AEA is authorized for allowable travel time (par. U3025-C).
2. Reimbursement for the official distance is computed at the authorized TDY mileage rate (par. U2600).

*C. POC Use Is *Not* to the GOV'T's Advantage. If a traveler elects to use a POC instead of the authorized transportation mode (other than GOV), reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and the transportation cost the GOV'T would have incurred if travel was performed by the authorized transportation mode. *No other costs are added to the computation. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*

***Example:** A traveler is authorized air transportation from Washington, DC, to Orlando, FL, at a cost to the GOV'T of \$500 for the air transportation only. The traveler elects to use a POC to perform travel to the TDY site. The traveler is limited to a maximum of \$500 for transportation costs. Any other costs that MAY HAVE BEEN associated with the use of the authorized air transportation have no bearing on the cost construction of the reimbursable transportation costs. Reimbursement for parking, ferry fares, or tolls are not authorized.

U4715 800 MILES ROUND TRIP POLICY

A. General. PDTATAC has determined that POC use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles of the PDS (round trip) as determined from the DTOD (for DoD) or from appropriate distance sources (non DoD Services).

B. Authorization. POC use for TDY travel of 800 miles or less roundtrip (400 miles one way) may be authorized at the Command's discretion.

C. Cost Comparison. There is no requirement for any cost comparison.

D. Limitation. This policy is only for the use of an automobile or a motorcycle.

U4725 PERSONNEL TRAVELING TOGETHER

A. General. A TDY traveler is not required to travel as a passenger in another TDY traveler's POC ([53 Comp. Gen. 67 \(1973\)](#)). Transportation of other TDY travelers is strictly voluntary on the part of the POC owner/operator and potential passenger(s). Adapted from [FTR §301-10.307](#).

B. Traveler Responsible for Paying POC Operating Expenses. The traveler responsible for POC operating expenses (ordinarily the POC operator/owner) is authorized TDY mileage for the official distance (par. U2600).

C. Traveler Not Responsible for Paying POC Operating Expenses. A traveler not responsible for POC operating expenses (ordinarily a passenger), is **not** authorized TDY mileage.

D. Extra Mileage to Transport Official Traveler(s)

1. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for POC operating expenses is authorized reimbursement for any additional distance involved for picking up/dropping off other travelers at home.

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

E. Passenger (GOV'T or Non GOV'T Official Traveler) Contributes to Operating Expenses. A deduction cannot be made from TDY mileage payable to the official traveler authorized reimbursement because another passenger (GOV'T or non GOV'T traveler) contributes to paying operating expenses.

U4730 PER DIEM

A. POC Use Is to the GOV'T's Advantage. Per diem/AEA is authorized for the allowable official travel time computed IAW par. U3025-C.

B. POC Use Is **Not** to the GOV'T's Advantage. Per diem is computed by comparing the total per diem payable for the:

1. Travel performed, and

2. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

U4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION

A. General. The GOV'T's constructed transportation cost is computed solely on fares/charges for the POLICY CONSTRUCTED AIRFARE (APP A) between authorized points. See par. U4710-C.

B. Constructed Cost Comparison by Airplane

1. Coach accommodations (par. U3500) on a commercial air carrier are used as the basis for constructed cost.
2. The GOV'T's constructed transportation cost is computed solely on fares/charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare, par. U3045-D3). See par. U4710-C.
3. Economy/coach accommodations (including city pair airfares) are presumed available from a carrier when economy/coach is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.
4. Air transportation constructed costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used. See par. U4710-C.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited solely to the constructed cost of coach train accommodations for the travel performed. See par. U4710-C.
2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.
3. The constructed cost comparison may be limited by the cost of extra fare service (pars. U2415 and U2420) only when extra fare service has been authorized as being to the GOV'T's advantage.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited solely to the bus transportation cost. See par. U4710-C.

E. POC Transportation. The constructed POC transportation cost includes transportation expenses for:

1. The traveler claiming mileage, and
2. A traveler(s) performing official travel as a passenger in the same conveyance.

*F. Reimbursement. TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount. ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) are not authorized.***

U4740 ACTUAL EXPENSE REIMBURSEMENT

A. Authorization/Approval. ***When it is to the GOV'T's advantage***, the AO may authorize/approve actual travel cost (mileage for the official distance, plus per diem, plus transportation when:

1. Requested by the traveler,
2. Justified and documented in unusual circumstances, and
3. POC mileage reimbursement would be a financial hardship for the traveler ([Comp. Gen. B-185733, 1 September 1976](#)).

B. Limitations. Actual expense reimbursement must be limited to:

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

C. Non Reimbursable Expenses. Expenses incurred for operator hire/subsistence, or periodic maintenance, must not be reimbursed.

U4745 POC REPAIR

Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC travel. A traveler may submit a claim for these expenses using Service procedures and DoDI 1340.21, Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests.

U4750 PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)

A. General. When a privately owned aircraft, other than an airplane (e.g., helicopter), is used the actual operation cost, rather than TDY mileage, is paid.

B. Expense Reimbursement

1. Reimbursable Expenses: Fuel, oil, aircraft parking, landing, and tie down fees.
2. Non Reimbursable Expenses: Charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar expenses.

U4755 PRIVATELY OWNED BOAT

When a privately owned boat is used, the actual operation cost, rather than TDY mileage, is paid. Reimbursable expenses include fuel, oil and docking fees.

U4760 TRAVEL TIME

A. POC Use Is to the GOV'T's Advantage. Necessary travel time is allowed.

B. POC Use Is *Not* to the GOV'Ts Advantage. Constructed common carrier scheduled travel time is used in computing per diem.

U4765 MIXED MODE TRANSPORTATION

A. General. A traveler who travels partly by POC and partly by common carrier is authorized:

1. TDY mileage for the distance traveled by POC,
2. The transportation cost, and
3. Per diem for actual travel.

B. Reimbursement

1. POC Use Is to the GOV'T's Advantage. Reimbursement is NTE TDY mileage for the official distance, plus per diem.
2. POC Use Is *Not* to the GOV'T's Advantage. Reimbursement is NTE the cost of constructed transportation and per diem. See par. U4710-C.

U4775 GOV'T ADVANTAGE DETERMINATION

A. General. POC use:

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

B. Considerations. GOV'T advantage determination is based on the following:

1. Mission requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC;
6. The productive time lost for the additional travel time;
7. POC use more efficient, economical, or results in a more expeditiously accomplished mission;
8. No practicable commercial transportation; and/or
9. Common carrier use would be so time consuming that it would delay the mission.

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

U4780 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. Round Trip Expenses Incurred for Drop Off and/or Pick Up at a Transportation Terminal

1. When a POC is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POC operating expenses is:
 - a. Paid TDY mileage for the round trip(s) distance, and
 - b. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

2. If a member of the traveler's family drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

B. Expenses Incurred for Two One Way Trips to and from a Transportation Terminal. When a POC is used for one way travel from the:

1. Residence/PDS to a transportation terminal to begin a TDY trip, and then
2. Transportation terminal to the residence/PDS when the TDY is completed,

the traveler responsible for incurring the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls, for the most direct route.

C. Transportation Terminal Parking Fees. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares, including allowable tips. In extenuating circumstances, the AO may waive this cost limitation (e.g., when a short TDY is unexpectedly extended after departure).

D. TDY Departure from/Return to the PDS. On a TDY trip requiring at least one night's lodging, when a traveler drives a POC from the:

1. Residence to the PDS on the departure day, and/or
2. PDS to the residence on the return day,

the traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route to and/or from the residence.

E. Another Official Traveler Transported in the Same POC

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

F. Air Terminal Is Member's PDS. A member may not be reimbursed for POC operating expenses to and/or from the air terminal when performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place.

U4785 POC USE BETWEEN RESIDENCE AND TDY STATION

Round trip POC travel may be authorized/approved, as being to the GOV'T's advantage, between the residence and TDY location without requiring the traveler to first report to the regular duty place. When POC travel from the residence is authorized/approved, the traveler is reimbursed for the distance traveled between the residence and the TDY station.

U4790 POC USE IN AND AROUND PDS OR TDY STATION

For allowances when a POC is used within or around a TDY station, see Ch 2, Part L.

U4795 GOV AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T

- A. General. When a GOV is available and its use is advantageous to the GOV'T, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. U2600.
- B. Exception. If the AO determines that GOV use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, automobile, or motorcycle as appropriate) in par. U2600. Adopted from FTR [§301-10.310](#).
- C. GOV Makes the Trip. When a traveler is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the GOV made the trip without the traveler.
- D. Reimbursable Expenses. See POC Use on TDY, in APP G for reimbursable expenses when a POC is used on official travel.

U4797 POC MILEAGE EXPENSES

- A. Reimbursable Expenses. See APP G.
- B. Non Reimbursable Expenses. A traveler who is paid TDY mileage may not be reimbursed for fuel, oil, winter plug ins, and trip insurance for travel in foreign countries.
- C. POC Repairs
- Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.*
 - A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).

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CHAPTER 4: TDY

PART J: CONTINGENCY OPERATION

U4950 CONTINGENCY OPERATION FLAT PER DIEM RATE

A. General

1. The Secretary Concerned may authorize a CONTINGENCY OPERATION flat per diem rate for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 consecutive days at one location.
2. The CONTINGENCY OPERATION flat per diem rate is 55% of the locality [per diem rate](#).
3. Retroactive application of this authority, to an existing order dated prior to 1 February 2008, violates par. U2205.
4. An order must not be revoked or modified retroactively to create, deny, or change an allowance *except* to correct/complete an order to show the original intent. See APP A and [24 Comp. Gen. 439 \(1944\)](#).

B. Limitations. The following circumstances may affect per diem reimbursement:

- *1. Retained lodging expenses during a member's authorized absence (pars. U7030 and U7035).
2. CONTINGENCY OPERATION flat per diem rate applies to TDY at the specified location. If a member is sent TDY to another location, per diem computed using the 'Lodging Plus' method, for that area, applies.
3. Dual lodging (par. U4145).

C. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat per diem rate, via the Secretarial Process, to an official at the O-6 or GS-15 level with no further delegation authorized.

D. CONTINGENCY OPERATION Per Diem Exception

1. The Secretary Concerned/delegated authority may adjust the CONTINGENCY OPERATION flat per diem rate when the 55% rate is determined to be insufficient or overly generous.
2. *Per diem rate adjustment must be authorized before travel.*
3. **Example:** *Before travel begins*, the Secretary Concerned/delegated authority may authorize the following per diem rate adjustments:
 - a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
 - b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or
 - c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient; or
 - d. Full locality per diem and 'Lodging Plus' computation continuation when reduced cost long term rental/lease facilities are not available at the specified location.

E. Flat Per Diem Rate. The CONTINGENCY OPERATION flat per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable TDY locality [per diem rate](#), plus lodging tax (par. U4950-H3).

F. Lodging Receipt. A lodging receipt is not required (par. U2710); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by a Service issuance.

G. Tax Exemptions. Ensure the member has asked about and taken advantage of any tax exemption that may exist.

H. Per Diem Computation

1. General. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a reimbursable expense (APP G) if applicable on the 55% (or appropriate percentage) except for the days of departure from and/or return to the PDS.

2. Arrival/Return Day

a. Arrival Day. Pay 75% of the M&IE rate plus lodging (if applicable) for the TDY location.

b. Return Day. Pay 75% of the M&IE for the TDY location.

3. Lodging Tax

a. CONUS/Non Foreign OCONUS Area. Lodging tax is a reimbursable expense (APP G) in addition to the 55% (or appropriate percentage) per diem.

b. OCONUS Foreign Area. Lodging tax is part of the per diem lodging ceiling and is not a reimbursable expense.

4. Stopover Locality Per Diem Rate

a. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location per diem at the stopover point is the stopover locality per diem rate and is not at the 55% rate (par. U4070).

b. The CONTINGENCY OPERATION flat per diem rate is effective the day after the member reports to the TDY location (pars. U4200-B and U4200-C).

5. Multiple TDY Assignments. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR, PMR or similar deductible meals are available (par. U4205) or commercial lodging, the locality per diem applies for the official travel days.

6. Dual Lodging. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4950-B).

7. Effective Date. The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4200-B and U4200-C).

I. Computation Example

A member is ordered TDY to a CONUS location for two years ICW a CONTINGENCY OPERATION. The Secretary Concerned authorizes 55% CONTINGENCY OPERATION flat rate per diem in the TDY order, at the onset. The locality per diem rate for the location is \$259 (\$198/ \$61). The actual long term lodging cost is anticipated to be \$95/night (on a monthly/yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G).

The CONTINGENCY OPERATION flat rate per diem is set at 55% or \$143 ($\$259 \times 55\% = \142.45 , rounded up to \$143), plus lodging tax of \$15/night.

Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night. ***NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or $\$198 \times .5 = \99) plus the appropriate lodging tax.***

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ($\$61 \times 75\% = \45.75)) plus lodging tax of \$15.

Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

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

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SECTION 4: VARIOUS UNIQUE PCS SITUATIONS

U5222 VARIOUS UNIQUE PCS SITUATIONS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authority is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in pars. U5201-B3e and U5201-B3f do not apply.***

C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS order to the OCONUS PDS, NTE the allowances for travel from the last place transported at GOV'T expense to the new PDS. GOV'T transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependent Travel Denied

a. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

- (2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

b. Anticipated Delay to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at GOV'T expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at GOV'T expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at GOV'T expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;

- (2) The member's spouse was a legal resident of that area at the time of marriage;
 - (3) The member was called to active duty from that area;
 - (4) It is the member's HOR; or
 - (5) Authorized/approved through the Secretarial Process;
- c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. Par. U5350-C second item for related HHG transportation.;
- (1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
 - (2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per [DoDI 1315.18](#), Procedures for Military Personnel Assignments. *See U5900-A, Note.*
 - *(3) The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and
 - (4) *A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.*
2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS ([57 Comp. Gen. 266 \(1978\)](#)).
3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.
4. Subsequent Authority. When a member is:
- a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
 - b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (see par. U5222-D1) or another specified ship, afloat staff, or afloat unit (see par. U5222-D2 or U5222-D3);
 - c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at GOV'T expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical ([57 Comp. Gen. 266 \(1978\)](#)).

5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

- a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.
- b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.
- c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

6. Home Port Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked. Provisions apply, but are not limited, to a member who has:

- a. Delayed dependent travel or transportation to the old home port, or
- b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

NOTE: Authority for a member in par. U5120-F7 is not applicable to exception for dependents in pars. U5222-D6.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5201-B3e and B3f do not apply.

F. COT. A member stationed OCONUS who is selected to serve a COT is authorized the following dependent travel and transportation allowances (IPCOT allowances, par. U5240-G):

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the GOV'T's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.
2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.
3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (see par. U9205-A1). ***A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.***
4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authority is for the travel performed NTE the allowances from the place the dependent was last moved at GOV'T expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authority cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT, see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. *Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5201-B.* Except as provided in par. U5222-K2, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5201-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at GOV'T expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-K1 and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When a dependent did not travel at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. U5201-A) or from a designated place to which previously transported (see par. U5222-D), as applicable;

b. When a dependent traveled at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital to which the member was transferred when the dependent traveled at GOV'T expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at GOV'T expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty ([63 Comp. Gen. 135 \(1983\)](#)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

NOTE: Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.

1. General. A dependent of a member on duty aboard a ship:
 - a. Being overhauled or inactivated at a place other than its home port or
 - b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of GOV'T-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authority becomes available. The dependent travel under par. U5222-M may not exceed the cost of GOV'T-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

- a. Ship's designated future home port; or
- b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

- a. Ship's future home port; or
- b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115 D, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authority becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must

begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
- c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5201-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

NOTE: See pars. U5120-F and U5120-G when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. Par. U10406 and Tables U10E-4 and U10E-5 for housing allowance changes when a Service defers a dependent's travel.

1. General. The Services have limited discretionary authority (see pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication. See [DoDI 1315.18 http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf).

b. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at GOV'T expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy (see par. U5160-E). ***Pars. U5120-F and G are not applicable when the designated place has not been declared.***

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at GOV'T expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS order must state that dependent travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at GOV'T expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must state that dependent travel under that order to the new CONUS PDS at GOV'T expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at GOV'T expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This par. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/ approved, the PCS order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. This par. applies when dependent travels to a dependent-selected location not authorized by an official travel order or performs the travel prior to the issuance of an amended/modified PCS order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Anticipated Delay to Be for 20 or More Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the GOV'T's travel and transportation cost directly from the last place to which the dependent was moved at GOV'T expense to the new PDS. ***Pars. U5120-F and G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

SECTION 1: POV TRANSPORTATION

U5400 GENERAL

A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. *These allowances are discretionary.*

*C. POV transportation is authorized unless restricted by the AO or Service PCS order regulations.

D. Other Requirements. Other requirements related to transporting a POV, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).

U5405 ELIGIBILITY

A. Initial Authority. A POV (APP A1) may be authorized by a PCS order to be transported for the member's or dependents' personal use when:

1. Ordered to make a PCS to, from, or between OCONUS PDSs;
2. A change in a ship's home port is authorized; or
3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

NOTE 1: An order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved (e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).

NOTE 2: Under par. U5405-A1, a member may be authorized transportation of a POV when PCSing from a CONUS PDS to an OCONUS PDS, between two OCONUS PDSs, or from an OCONUS PDS to a CONUS PDS. There is no authority to transport a member's POV from a CONUS location (e.g., at which the member left the POV while stationed overseas) to the new CONUS PDS, unless that POV was being stored at GOV'T expense because it could not be transported to the OCONUS PDS IAW JFTR, par. U5466.

B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation is authorized to/from the appropriate port/VPC.

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
 - a. POV unloading port/VPC serving the new PDS;
 - b. POV unloading port/VPC serving another authorized place (pars. U5410-B, U5455-A and B);
 - c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
 - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

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2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
4. For Member Married to Member Couples. See par. U5420-D for combining POV shipping weight limits when husband and wife are members.
5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: Storage when POV transportation is not authorized to a foreign OCONUS PDS, Ch 5, Part E2.

1. General. A member:
 - a. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because
 1. POV transportation is not permitted to the new PDS;
 2. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or
 3. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a DESIGNATED PLACE (par. U5222-C3a);
 - b. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:
 1. Any place in CONUS the member designates, if the old PDS is OCONUS;
 2. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or
 3. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or
 4. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***
2. Subsequent Transportation. A member:
 - a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the DESIGNATED PLACE to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
 - b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

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C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. *This applies to PCS transportation.* If the POV of a member or member's dependents, transported at GOV'T expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. **NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is \$210.**

EXAMPLES	
Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	\$00
Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	\$210
(15 to 21 June – 7 days @ \$30/day = \$210.00)	
Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	\$210
(7 days vehicle rental @ \$30/day = \$210)	
Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January

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Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	\$60
(30 & 31 Jan – 2 days @ \$30/day = \$60)	
(Authority does not start until after the RDD.)	

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authority exists under par. U5413-A when POV transportation to the new PDS is not permitted (par. U5410-B). For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV, pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and
2. Designated POV unloading port/VPC to the new PDS.

Travel time, computed under par. U5160, is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travel via the POV loading port/VPC is authorized:

- a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
- b. Reimbursement for transportation (pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

- a. Old PDS to the passenger port for self and dependents; and
- b. Passenger port to the designated POV loading port/VPC for self.

Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

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- a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);
- b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. U5105-B2); and
- c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

NOTE: When a dependent accompanies the member and/or delivers the POV to the designated POV port/VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, par. U5413-C has dependent travel and transportation allowances.

2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

- a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, par. U5413-D has dependent travel and transportation allowances.

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;
2. The member is physically unable to drive between the port/VPC and PDS; or
3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1. The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2. The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized/approved transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (par. U5160) for the member to drive and report to the new PDS as ordered.

NOTE: A dependent's inability to drive does not satisfy this criterion.

U5417 TRANSPORTATION OF A POV WITHIN CONUS INCIDENT TO A PCS**A. General**

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

- a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT Plus' for driving two POCs to the new PDS (see example, par. U5417-D); and
- d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the POV transportation cost exceeds the reimbursement limitation (par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

B. Member Possesses More than Two Vehicles. Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and
2. Must go through the Secretarial Process IAW JFTR, (par. U5015-B).

C. Restrictions

1. A member must not be authorized POV transportation at GOV'T expense if the member has:
 - a. No dependents,
 - b. No dependents *eligible* for transportation at GOV'T expense, or
 - c. No dependents being relocated incident to the PCS.
2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.

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3. The member must personally procure all POV transportation. *GOV'T procured transportation is not authorized.*
4. *Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.*
5. POV storage at GOV'T expense is *not authorized* in lieu of POV transportation in par. U5417.

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

NOTE: *Of the various computation possibilities, the Services chose the following comparisons to use.*

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

Step 1				
Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days (\$1,032)	+	2,665 miles x \$.24/mile (\$639.60)=	\$1,671.60
Spouse	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
1 st Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
2 nd Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
TOTAL				\$3,993.60

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Step 2				
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,671.60
Spouse	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,671.60
1 st Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
TOTAL				\$4,891.12

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3	
Reimbursement Limitation to Drive One POC and Transport One POV	
Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,891.12) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,993.60).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,891.12 (Step 2) - \$3,993.60 (Step 1) =	<u>\$897.52</u>
3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - \$897.52 =	\$ 602.48

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E. Cost Reimbursement Example. The example below is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

Step 1				
Member, Member, and 2 Children, Perform Concurrent Travel in One POC				
(See par. U5105-B)				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days (\$1,032)	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,671.60
Member 2	\$129/day x 8 days (\$1,032)			\$ 1,032.00
1 st Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
TOTAL				\$ 4,251.60

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Step 2				
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,671.60
Member 2	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,671.60
1 st Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
TOTAL				\$4,891.20

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3	
Reimbursement Limitation to Drive One POC and Transport One POC	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,891.20) minus the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,251.60).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,891.20 (Step 2) - \$4,251.60 (Step 1) =	<u>\$639.52</u>
3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500-\$639.52 =	\$860.48

U5420 TRANSPORTATION RESTRICTIONS

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

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2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority; or
3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is IAW Service regulations.
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member married to member couple during the transfer of both members, each under a PCS order.
2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

U5425 TRANSPORTATION METHODS

NOTE: ICW transportation of a POV within CONUS, when advantageous and cost effective to the GOV'T, the member is responsible for making all arrangements (par. U5417).

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation ([51 Comp. Gen. 838 \(1972\)](#)). The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (par. U5455-E).

U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

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B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the GOV'T for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION**A. POV Transportation May Be Deferred.** An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authority exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authority, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable, see par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.**C. Order Amended, Modified, Canceled or Revoked.** A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS order is later amended, modified, canceled, or revoked.**D. Transportation before an Order Is Issued.** POV transportation is permitted (pars. U5410-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;

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3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the GOV'T must be collected (par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. Ordered on PCS to an OCONUS PDS; and
- b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

2. Authority on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation authority on the PCS from that PDS.*

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an order, dependents are not returning to CONUS, etc.), is authorized, and an order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS DESIGNATED PLACE.

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C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. Pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton/vehicle restriction does not apply to par. U5455-E.*

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par. U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next of kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or
- (2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). Service claims regulations has GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no

reimbursement is paid unless *both POVs do not arrive* at the authorized destination by the designated delivery date(s).

4. Storage

a. NTS. If the person authorized to receive custody of the POV(s):

- (1) Is not known;
- (2) Is subject to litigation; or
- (3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. *SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.*

c. Size Restriction. *The SDDC storage contract maximum standard size restriction does not apply.*

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)). *Transportation under par. U5456 exhausts the authority for transportation of a POV under the member's PCS order.*

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

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

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B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, E, and F).

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

C. Incident to PCS. Unless otherwise prescribed in JFTR or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

U5460 CARE AND STORAGE

The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

This applies to GOV'T authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210 (Examples, see par. U5410-D).

CHAPTER 6: EVACUATION ALLOWANCES**PART A: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SECTION 1: GENERAL****U6000 REFERENCES**

- A. [Title 37, USC §475a](#).
- B. [DoDD 3025.14](#), "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013.
- C. DoD Services: see [DoD 7000.14-R](#) "Military Pay, Policy, and Procedures," Volume 9, Ch 7, Evacuation Allowances.

U6001 GENERAL INFORMATION

- A. General. An evacuation (see par. U6002-C) must be caused by unusual/emergency circumstances, such as:

1. War,
2. Riots,
3. Civil uprising/unrest,
4. Adverse political conditions,
5. Host government denial/revocation of permission to remain,
6. National/natural disasters,
7. Epidemics, or
8. Similar conditions of comparable magnitude.

- B. Application. The evacuation applies to:

1. A command and a non command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. ***A non command sponsored dependent is authorized transportation only – no safe haven allowances.***
2. A command sponsored dependent en route to the member's:
 - a. PDS, or
 - b. PDS vicinity

to establish a permanent residence with the member.

3. A dependent student authorized to travel to the member's PDS, under par. U5260-D;

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4. A dependent who permanently resides at a:
 - a. Member's former PDS vicinity following the member's assignment elsewhere, or
 - b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority.

5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there. ***When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.***

C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation ([37 USC §475a](#)), does not apply to a uniformed member.
2. A uniformed member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

D. Funding

1. The [Joint Plan for DoD Noncombatant Evacuation and Repatriation](#) contains the fund cites chargeable for evacuation allowances for a DoD member's dependent.

2. Questions ICW fund cites should be addressed to:

a. DoD: The Joint Plan Proponent

HQDA, ODCSPER
ATTN: DAPE-PRO
300 Army Pentagon
Washington, DC 20310-0300

FAX:
(703) 695-6953 (commercial)
(312) 225-6953 (DSN)

PHONE:
(703) 695-9547 (commercial)
(312) 225-9547 (DSN)

b. Coast Guard

USCG Commandant (CG-832)
2703 Martin Luther King JR Ave SE
STOP 7618
Washington DC 20593-7618

PHONE:
(202) 372-3565 (commercial)

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c. NOAA

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX:
(301) 713-4140 (commercial)

PHONE:
(301) 713-3444 (commercial)

d. USPHS

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX:(240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

1. Authorized Payment. The allowances authorized by this Part, may be paid to one or more of the following individuals:

- a. The member's evacuated command sponsored dependent spouse;
- b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;
- c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or
- d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. U6001-A4.

2. Payment Limitation. A dependent is authorized evacuation allowances *only* if the dependent actually evacuates the home.

F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (see par. U6003-A1 or U6003-A2) authorizes/orders an evacuation.

G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. U6001).
2. Under emergency circumstances, an oral order may be given by any medium (including telephone).
3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. U2210.

H. Funds Advance

1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances (authorized under par. U6005) may not exceed the estimated amount for 30 days at the safe haven/designated place.
- c. Transportation advances (see par. U1015-C2e) must be issued **only** to provide sufficient funds to cover necessary expenses incurred for:

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

2. DLA. DLA (see par. U6012) may be paid to the member designated dependent (see par. U1015-C2e) in advance of the dependent(s) travel to the designated place.

3. Pay

- a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.
- b. The member designates the advance amount, NTE 2 month's basic pay.
- c. The pay advance is payable, to the dependent, in one or more installments.
- d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.
- e. References
 - a. DoD. [DoDFMR, Vol. 7A](#), Military Pay, Policy, and Procedures.
 - b. USCG. [COMDTINST M7220.29](#), U.S. Coast Guard Pay Manual.
 - c. Implementing Procedures. See individual Service pay and allowance manual(s).

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

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

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the time of the evacuation;
2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;
3. Command sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;

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4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5260-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ordered by the appropriate authority in par. U6003-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.

2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas

a. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS.

b. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or antiterrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants.

c. The SECDEF's authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the COCOM Commander and the Chief of Mission. See [Memorandum of Agreement](#) between DOS and DoD, 14 July 1998.

d. If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the COCOM Commander or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area.

e. The DoD (USD (P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba ([DoDD 3025.14](#), 26 February 2013).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

a. The Secretary of Defense or the Secretary's designated representative (Principal Deputy Under SECDEF (Personnel and Readiness (PDUSD (P&R))) for dependents of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

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- *b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;
- c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;
- d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;
- e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);
- f. The head of a DoD component (APP A1) or designated representative;
- g. The commander of a U.S. INSTALLATION (APP A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and
- h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. **Original Safe Haven Location Designation.** The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS location is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at GOV'T expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) **DoD Services.** An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (APP A1) must be authorized/approved by PDUSD (P&R). ***Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.***

(2) **Non-DoD Services.** An evacuee must select an exact U.S. safe haven location.

2. **Alternate Safe Haven Location Designation**

a. **DoD Services**

(1) Per **DSSR** 614, DoS (Under Secretary of State for Management Office) (USS (Mgt) authority is required for designation of an alternate foreign OCONUS safe haven.

(2) The member's command should request USS(Mgt) clearance through the Chief of Mission of the US Embassy in the country where the member is assigned and the member must include that clearance with their request to PDUSD(P&R).

(3) Following Secretary of State authority, the PDUSD (P&R) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent.

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(4) The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed.

(5) While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the GOV'T's best interest.

(6) Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).

b. Non-DoD Services. The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at GOV'T expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

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SECTION 1: GENERAL

U6050 GENERAL INFORMATION

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

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;
2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;
3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. ***NOTE: A dependent that departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. U6053-C.; and,***
4. Of a member assigned to a CONUS PDS who dies before the dependent is evacuated from the PDS, or while the dependent is in an evacuation status from there.

When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

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

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

1. DoD fund cites should be addressed to the Joint Plan proponent: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; fax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547; or
2. Coast Guard: Commandant (CG-832), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7618., Washington DC 20593-7618, telephone 202-372-3567; or
3. NOAA: Director, CPC ATTN: CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333 fax number: COML (301) 713 4140, phone COML (301) 713-3444.

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

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

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

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

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

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

F. Funds Advance

1. Travel and Transportation Allowances

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

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

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

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

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

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the SECDEF specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements ([DoDFMR Vol. 7A](#))), or the [COMDTINST M7220.29](#) (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6051 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

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

location:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependent of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
- *2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;
3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;
4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DoD component (APP A1 definition) or designated representative;
7. The commander of a U.S. INSTALLATION (APP A1 definition) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;
8. The commander, director, head, chief or supervisor of a U.S. GOV'T organization or office; and
9. A State authority for Reserve Component or National Guard member serving on active duty or full-time National Guard duty as indicated in par. U6062.

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

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity to establish a residence with the member; or
4. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

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

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

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary

basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

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

U6052 RESPONSIBILITIES

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

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the individuals designated in par. U6051-B. If CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at GOV'T expense.

2. Alternate Safe Haven Location Designation

a. DoD Services. The Secretary Concerned has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at GOV'T expense from one safe haven to another safe haven when circumstances warrant.

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

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

3. OCONUS Designated Place Designation. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services, the Secretary Concerned has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. For DoD Services, the Secretary Concerned, terminates evacuation status and authorizes a dependent to return to the PDS.

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

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3. For non-DoD Services, authority is vested in the Secretarial Process in situations in which the Secretary Concerned for the DoD Services, or the authority who authorized/ordered a limited evacuation.

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

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

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

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.
2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100%/50% beyond 30 days for a specific duration.

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

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SECTION 1: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

U7000 FEML TRANSPORTATION

A. Policy. FEML policy is established in [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsection 1.j.(8). This policy is adopted by, and applies to, all Uniformed Service members.

B. Eligibility

1. Traveler. A traveler is eligible for FEML if stationed at an authorized FEML PDS for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

NOTE: When a traveler on a 12-month without dependent tour to a FEML area extends for a consecutive second 12 month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEML leave transportation program, but not both.

2. Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML if:

- a. Command sponsored (member only)/authorized (DoD civilian employee), and
- b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.

C. Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is **not** discretionary.

D. Dependent Travel

1. A dependent may travel independently of the traveler and may travel even if the traveler does not.
2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

E. Number of FEML Trips

1. The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
Tour extended at least 12 months	1 additional
b. At least 36 months	2
Tour extended for any length of time	0 additional

2. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

3. A member taking IPCOT assignments is authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the member then serves a 36 month IPCOT, the member would be eligible for two FEML trips during that second 36 month tour.

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or the end of the 24 or 36 month tour.
2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.
3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).

G. Waiver Authority. A major command is authorized, on a case by case basis, to waive the six month or three month rule when appropriate. A major command is ordinarily commanded by a 4 star (3 star for Marine Corps) flag officer.

H. FEML Combined with other Travel. *FEML may be taken ICW any other funded leave transportation program or official travel.*

I. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations.

1. FEML Location. To qualify, a location must meet [DoDI 1327.06](#) requirements and be designated by an authority listed in par. U7000-I5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s)
 - a. A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
 - b. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use.
 - c. *If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).*
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

A traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city pair airfare between Bahrain and Frankfurt, Germany.	
The POLICY CONSTRUCTED AIRFARE (APP A1) (incorporating some city pair airfare connections) is \$1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city pair airfare to/from Boston:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

A traveler's PDS is in Brazil and the authorized destination is Miami, FL.	
The traveler desires to utilize FEML to St. Louis, MO.	
Round trip city pair airfare between Brazil and Miami is:	\$980
Round trip city pair airfare from Brazil to St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from Miami, FL, the traveler is authorized city pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

5. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: DASD (MPP) IAW [DoDI 1327.06](#);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and
- * (4) U.S. Coast Guard: Commandant (CG-13), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through COCOM Command channels to DASD (MPP) IAW [DoDI 1327.06](#).

J. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.

2. Restrictions. A traveler/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to/from the authorized destination.

NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. Commercial air transportation must be IAW par. U2400.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. U4780 and Ch 3, Part D).
- b. Reimbursement is NTE the GOV'T procured transportation cost between a traveler's PDS and the authorized destination plus the ground transportation cost (par. U7000-J4a).

5. Transportation Funded by a Host Government. If a host government provides funded transportation that is comparable to FEML to an eligible traveler, an FEML trip may not also be provided.

K. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.*

L. Dual Allowances. A traveler/dependent may not receive dual allowances. Therefore, the traveler's spouse (or other dependent), serving at the PDS as a traveler of the same or another U.S. GOV'T agency, is eligible for FEML travel as the traveler's dependent *provided* the other agency does not provide comparable allowances.

Example: A member/employee is married to a member/employee. They have two children. The member/employee are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member/employee may take separate FEML trips and each child may accompany one parent, but not both.

SECTION 2: FUNDED REST AND RECUPERATION (R&R) LEAVE

U7005 FUNDED R&R LEAVE TRANSPORTATION

A. Policy

1. [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl. 2, subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation.
2. Under [DoDI 1327.06](#), upon traveler request, the applicable COCOM Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in DoD's best interest.
3. All restrictions outlined in [DoDI 1327.06](#) apply to the USCENTCOM R&R Leave program, unless otherwise directed in this regulation.
4. Each non DoD Service should consult its Service issuances.

B. General

1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
2. Accommodations. TDY travel and transportation accommodations regulations apply to R&R travel.
3. Arranging Official Travel. See par. U2400.
4. Commercial Aircraft Use. See par. U3500.
5. Legal Authority for this Part. [10 USC §1599b](#) and [22 USC §4081\(6\) and \(8\)](#).

C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
 - a. Standard Tour: One per 12 month period.
 - b. Contingency Tour:
 - (1) One per contingency tour, except as indicated below in item 5.
 - (2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).
 - (3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
 - c. Extended Tour: Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave (see par. U7005-E5c).
3. R&R Travel Combined with other Authorized Travel. *Unless it is requested by the traveler*, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel or paternity leave

(see [DoDI 1327.06](#), Enclosure 2, par. 1j(9)(d) for paternity leave), the COCOM Commander may authorize the combined travel/leave, provided it is in the GOV'T's best interest.

4. 60 Consecutive Day Requirement

- a. R&R may be taken after 60 consecutive days, in the APP U location, are completed.
- b. The COCOM Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

5. Voluntary Extension

- a. A DoD member who volunteers for a 12 month extension in the Operation Enduring Freedom or Operation New Dawn (formerly Iraqi Freedom) Area of Operations, subsequent to a 12 month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave (see par. U7005-E5c).
- b. Transportation for the R&R leave period is authorized only between the first deployed period termination and the voluntary extension start.

6. Non DoD Services. Each non DoD Service should consult its Service written material.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of [DoDI 1327.06](#) and be designated by one of the authorities listed in par. U7005. ***Do not send designation requests to PDTATAC.***

2. R&R Destination. The authorized R&R destination, determined IAW [DoDI 1327.06](#), is listed in APP U.

3. Alternate Destination

- a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
- b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.
- c. ***If the traveler travels to a more expensive alternate destination, city pair airfares are not authorized to/from the alternate destination.***

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

a. Example 1

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Re-designation

a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

- (1) DoD Services: PDUSD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;
- * (4) U.S. Coast Guard: Commandant (CG-133), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through COCOM Command channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for uniformed members and civilian employees. See JTR, Ch 7, Part A2 for civilian employee R&R travel..

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. U2400.

4. Reimbursement. Reimbursement must not exceed the GOV'T procured transportation cost between a traveler's PDS and the authorized destination as determined in par. U7005-D2.

5. Time Limitation

a. Standard Tour: The traveler must have served more than 90 days in the R&R location prior to taking the 1st R&R leave.

b. Contingency Tour: The traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

PART L: DEPENDENT STUDENT TRAVEL

U7300 DODEA STUDENT ACTIVITY TRAVEL

A. Travel Authority. The DODEA statutory charter ([20 USC §§921-932](#)), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

B. Activity Determination

1. The Director, DODEA, or designee determines appropriate activities.
2. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

C. Per Diem Not Authorized. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

U7305 DEPENDENT STUDENT TRAVEL OF A UNIFORMED SERVICE MEMBER

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:
 - a. Transportation in kind,
 - b. Transportation reimbursement (par. U5201-A1b), or
 - c. A MALT (par. U5201-A1c).
2. GOV'T owned/GOV'T procured transportation on a space required basis should be used when possible.
3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Dependent Student Attending a Dormitory DoDEA School

1. Definitions. The following definitions are specific to this subpar.
 - a. Dependent. A "dependent" ([20 USC §932](#)) is a minor who:
 - (1) Has not completed secondary schooling; and
 - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the

household of a member who stands in loco parentis to such individual and to whom the member provides one half or more support.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 ([20 USC §921 et seq.](#)) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5 day a week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is authorized three round trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to other than the Member's Residence

(1) A member authorized transportation, under this subpar. for a dependent, may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the GOV'T's transportation cost from the DoDEA school to the member's residence by the authorized mode.

(3) For this subpar., a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation. Authorized transportation is:

a. GOV'T owned/procured (on a space-required basis),

b. Personally procured common carrier reimbursement (par. U5201-A1b), or

c. A MALT (par. U5201-A1c).

5. Baggage. Up to 350 pounds of UB may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA selected school) on the first and final trip of each school year.

E. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition free handicapped DoDEA students, and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel in the JFTR.
- b. Parent/Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in the JTR.
- c. Parent/Guardian is Not GOV'T Employed. Reimbursement is IAW TDY travel in the JTR.
- d. Student. Reimbursement is IAW TDY travel in the JTR.

F. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar. .

a. Formal education ([37 USC §430\(f\)](#)) is:

- (1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of “institution of higher learning”); and
- (4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of “postsecondary vocational institution”). Post-secondary education includes a full-time program at an accredited:
 - (a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or
 - (b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

NOTE: The definition of "DoDEA school" in par. U7305-D1b does NOT apply to this subpar.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and
- * (3) Meets the conditions in par. U5201.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at GOV'T expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

- (1) Permanently stationed OCONUS; and
- (2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location.)

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. U7305-F does not apply to a member:

a. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

- c. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the GOV'T for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

- a. General. When AMC service is:

- (1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.
- (2) Not reasonably available, GOV'T procured air transportation (from a CTO) for the transoceanic travel portion is used.

- b. Travel Performed at Personal Expense

- (1) AMC Service Available. ***Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***
- (2) AMC Service Not Available. Reimbursement (limited to the amount the GOV'T would have paid for CTO provided GOV'T procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

- c. GOV'T Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (APP A) over the direct route between the origin and destination.

- d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly CTO provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

- a. Overland travel should be by CTO provided GOV'T procured transportation, or, if a CTO is not available at personal expense on a reimbursable basis.
- b. CTO provided GOV'T procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO provided GOV'T procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the GOV'T for CTO provided GOV'T procured transportation between authorized points.
- d. When a POC is used, mileage (par. U2600) is authorized. The mileage amount paid cannot exceed the GOV'T's cost had CTO provided GOV'T procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. U4780, as appropriate.

f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

PART Z: RESERVE COMPONENT (RC) MEMBER

U7600 ACTIVE DUTY WITH PAY (48 Comp. Gen. 301 (1968))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. U2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. U7600-B1b and U7600-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. U2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

- a. Circumstances. ICW par. U7600-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and GOV'T QTRS and/or a GOV'T dining facility/mess are unavailable.
- b. Authority. The member is authorized AEA for all meals and QTRS (par. U4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. U7600-E, for a:

- a. Member performing AT when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available; or

d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

- (1) Reimbursed for lodging service charges when transient GOV'T housing is occupied, or
- (2) Provided lodging in kind.

b. **Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.**

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

a. From the place the order is received/addressed to the place of physical examination (whichever is less), **and**

b. As directed in the order:

- (1) Return to the place the order is received/addressed, **or**
- (2) Proceed to the new PDS, **or**
- (3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. U7600-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 & 4) when the ADT period is fewer than 140 days **at any one location** (except par. U2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days **at any one location** (except par. U2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

- (1) At the training location except when par. U7600-B or par. U7600-C applies; and
- (2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

- (1) At the training location when the duty is for 140 or more days at one location, or
- (2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

3. Extension Examples. See par. U2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

- (1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days ***at any one location*** (except par. U2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.
- (2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days ***at any one location***. This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. U7600-B or U7600-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

(a) At the duty location when the duty is for more than 180 days at one location, except as in pars. U7600-F2b(2) and U7600-F3, or

(b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. U2230-C for non-training active duty TDY exception.

GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA are when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. U2230.

4. Extension Examples. See par. U2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. U7600-E2b(1).

U7605 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. U7605-B, an RC member who performs duty without pay (par. U7600) may be authorized/approved to receive:

- 1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
- 2. Reimbursement for occasional meals and/or QTRS (par. U4230).

The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 id. 319 \(1966\)](#)).

U7610 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. U7610:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. U2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

- a. IDT at the :
 - (1) Training duty station,
 - (2) Drill site,
 - (3) Assigned unit city/town location,
 - (4) Local area of the assigned unit or home, or
- b. Travel between home and the:
 - (1) Assigned unit (except in par. U7152),
 - (2) Unit training assembly place, or
 - (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.565/mile = \$11.30.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area ([DoDD 4515.14](#)). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.565/mile = \$9.04.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.
2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.
2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location F (assigned unit) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.
2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.565/mile = \$7.91.

F. Reimbursement of Service Charges for Transient GOV'T Housing Use

1. An RC member who occupies transient GOV'T housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
2. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

U7615 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. U7610.
2. An RC member who occupies transient GOV'T housing (while performing IDT *without*
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
3. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

U7620 SROTC MEMBER

A. Applicability. Par. U7620 applies to a designated SROTC applicant and member appointed under [10 USC §§2104](#) and [2107](#).

B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. U7620-B3 and U7620-B4) for travel to and from installations:
 - a. For medical/other examinations,
 - b. To observe military functions/operations, or
 - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. GOV'T/GOV'T procured transportation and GOV'T supplied meals are authorized.
4. Mileage
 - a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7620-B1 or U7620-B2, at personal expense. It may be paid in advance of return from the activity site.
 - b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:
 - (1) Home and the nearest appropriate public transportation terminal, and
 - (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. U7620-B1 or U7620-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T procured transportation and/or GOV'T supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under 10 USC §2104 ([53 Comp. Gen. 957 \(1974\)](#)).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/QTRS is IAW par. U4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

- a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part B PCS allowances.
- b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.
- c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

- a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. U7520) for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.
- b. For par. U7620-C, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.
- c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part B PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under [10 USC §2104](#) or [§2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part B PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

U7625 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7625-A1 through U7625-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

U7630 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Chs 3 and 4 TDY travel and transportation allowances.

U7635 COLA AND HOUSING ALLOWANCES

- A. COLA. See par. U9145.
- B. Housing Allowances. See par. U10428.

U7640 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. U7640, 'outside the local commuting distance' is defined as the local travel area under 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. U7640-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed (37 USC 452(b)(9), *NTE a total of \$300 for each round trip (37 USC §478a(c))*).

1. Transportation

a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

b. POC Transportation. The Other Mileage Rate (see 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.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.

(2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (APP G).

(3) The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

Effective 2 August 2013

U7645 SELECTED RESERVE LIMITED PCS ALLOWANCES

*A. General. A member is authorized travel and transportation allowances in par. U7645-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
 - a. During the preceding three years,
 - b. Between 1 October 2012 and 31 December 2018, and
 - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*

2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

*1. General. A member may be provided travel and transportation allowances under this paragraph only once.

*2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.

*a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part B are authorized.

*b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part C for dependents.

*c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part D, Sections 1, 2, 3, and 10.

*3. Allowances Not Authorized

*a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from home to duty station.

*b. DLA. DLA is not authorized.

*c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

U7650 ALLOWANCE SUMMARY TABLES

These tables are for informational purposes only. Actual allowances are in Ch 7, Part Z.

A. RC Personnel on Active Duty with Pay (Table U7-Z1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the GOV'T city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE U7Z-1 FOOTNOTES:

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 a periodic physical for a member on the TDRL (par. U7145).

2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.

3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.

4/ Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

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

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

B. RC Member on Active Duty without Pay (Table U7-Z2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or QTRS may be authorized for travel days only. Par. U4230.

TABLE U7Z-2 FOOTNOTES:

1/ Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

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

C. Inactive Duty Training (IDT) with/without Pay (Table U7Z-3). See footnotes 1 and 2

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. 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
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE U7Z-3 FOOTNOTES:

1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.

2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3/ Par. U7152 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table U7Z-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. U7520 applies	Par. U7520 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE U7Z-4 FOOTNOTES:

1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#)--SROTC advanced training member.

2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#)--SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table U7Z-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW DoDFMR, Volume 7A, par. 580105.A	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, Volume 7A, par. 580105.A for the effective rate.

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CHAPTER 7

PART AA: CROSSWALK FOR CHAPTER 7 REORGANIZATION

U7999 JFTR CROSSWALK

<u>Old Par.</u>	<u>New Par.</u>	<u>Subject</u>
	U7310- U7330	PART M: RESERVED
	U7530- U7550	PART X: RESERVED
U5240-C	U7215	OCONUS DEPENDENT MEDICAL CARE TRAVEL
U5242	U7070	FUNERAL TRAVEL
U5246	U7270	TRAVEL TO VISIT AWOUNDED/ILL MEMBER
U5250	U7220	NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL, OR INJURED MEMBER
U5255	U7555	ATTENDANCE AT YELLOW RIBBON EVENT
U5258	U7275	FAMILY MEMBERS TRAVEL ICW THE REPATRIATION OF A MEMBER HELD CAPTIVE
U5260	U7305	DEPENDENT STUDENT TRAVEL
U5260-E	U7300	DODEA STUDENT ACTIVITY TRAVEL
U7000	U7515	CADET/MIDSHIPMAN TRAVEL TO AND FROM A SERVICE ACADEMY
U7001	U7520	CADET/MIDSHIPMAN ON TDY
U7002	U7525	TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO A SERVICE ACADEMY
U7005	U7530	AVIATION CADET
U7025	U7335	TRAVEL INCIDENT TO APPLICATION PROCESSING
U7030	U7440	ALLOWANCES
U7033	U7445	RECRUITING EXPENSE FUNDS ADVANCE
U7050	U7060	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
U7060	U7055	WITNESS TRAVEL
U7100	U7370	MOBILE UNITS
U7105	U7375	DUTY ABOARD COMMERCIAL CARRIERS
U7110	U7380	RIVER, HARBOR, AND FLOOD CONTROL ACTIVITIES
U7115	U7385	SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT
U7120	U7390	AERIAL SURVEYS
U7140	U7505	TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION
U7150	U7600	ACTIVE DUTY WITH PAY
U7151	U7605	ACTIVE DUTY WITHOUT PAY
U7152	U7610	INACTIVE DUTY TRAINING (IDT) WITH PAY
U7153	U7615	INACTIVE DUTY TRAINING (IDT) WITHOUT PAY
U7154	U7620	SROTC MEMBER
U7155	U7625	TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE
U7156	U7630	FUNERAL HONORS DUTY
U7157	U7635	COLA AND HOUSING ALLOWANCES
U7160	U7640	INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE
U7180	*U7650	ALLOWANCE SUMMARY TABLES

<u>Old Par.</u>	<u>New Par.</u>	<u>Subject</u>
U7200	U7010	LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS
U7205	U7015	TRANSPORTATION IN PERSONAL EMERGENCIES
U7206	U7020	PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT
U7210	U7040	CONVALESCENT LEAVE TRANSPORTATION
U7215	U7045	SHIP RELOCATED DURING AUTHORIZED ABSENCE
U7220	U7050	RECALL FROM LEAVE
U7225	U7030	LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION
U7226	U7035	LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION
U7250	U7140	ATTENDANTS/ESCORTS
U7251	U7145	A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS
U7252	U7150	TRANSFER TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)
U7253	U7155	TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER (VAMC)
U7300	U7005	FUNDED R&R LEAVE TRANSPORTATION
U7305	U7025	TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION
U7325	U7245	GENERAL
U7326	U7250	PERSON ACCOMPANYING THE TRAVELER
U7327	U7255	ALLOWABLE EXPENSES
U7328	U7260	REIMBURSEMENT RESTRICTION
U7329	U7265	REGISTRATION FEES
U7350	U7365	RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)
U7375	U7510-A	GENERAL
U7376	U7510-B	IMPLEMENTING REGULATIONS
U7400	U7285	ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS
U7450	U7415	DISCIPLINARY ACTION
U7451	U7420	PRISONERS AND GUARDS
U7500	U7465	GENERAL
U7501	U7470	NO CONFINEMENT INVOLVED
U7502	U7475	UPON PAROLE OR RELEASE FROM A U.S. MILITARY CONFINEMENT FACILITY
U7503	U7480	UPON PAROLE/RELEASE FROM AN OCONUS CONFINEMENT FACILITY
U7504	U7485	TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR/PLEAD
U7505	U7490	UPON PAROLE/RELEASE FROM CONUS CIVIL CONFINEMENT
U7506	U7495	CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW
U7550	U7110	DEFINITIONS OF TERMS USED IN THIS PART
U7551	U7115	GENERAL
U7552	U7120	MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)
U7553	U7125	CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)
U7554	U7130	ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)
U7555	U7135	FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

<u>Old Par.</u>	<u>New Par.</u>	<u>Subject</u>
U7660	U7000	FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION
U7750	U7225	GENERAL
U7751	U7230	DEFINITIONS OF TERMS
U7752	U7235	TRANSPORTATION, PER DIEM, AND AEA RATES
U7755	U7240	OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES
U7800	U7450	GENERAL
U7801	U7455	POLICY
U7803	U7460	ALLOWANCES
U7804	U7065	GENERAL
U7960	U7175	TRAVEL TO SPECIALTY CARE OVER 100 MILES
U7961	U7180	ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES
	*U7645	SELECTED RESERVE LIMITED PCS ALLOWANCES

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SECTION 5: MISCELLANEOUS CONDITIONS

U9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA

A. Leave or Permissive Travel in the PDS Vicinity. TLA may be paid for any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting GOV'T QTRS assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

B. Leave or Permissive Travel Away from the PDS Vicinity. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting GOV'T QTRS assignment. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only ICW the PDS. See par. U9150-A4.

U9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. U9180-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authority.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the GOV'T QTRS/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

U9182 TLA FOR AN RC MEMBER

An RC member called/ordered to:

1. Active duty for other than training for more than 180 days or
2. ADT for 140 or more days

*and authorized PCS allowances with or without authorization for PCS HHG transportation is authorized TLA in the same manner as prescribed in this Ch. When a member is authorized TLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty ([55 Comp. Gen. 135 \(1975\)](#)). COLA authorization begins on the first active duty day.

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PART A: GENERAL INFORMATION

U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

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

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

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

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

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
- *5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

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

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

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

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

E. Privatized Housing

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

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

G. Housing Allowance. Housing allowance includes:

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

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

U10002 HOUSING ALLOWANCE

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

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

1. BAH Rates

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

2. OHA Rates

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

3. FSH Rates

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

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

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

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

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

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

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

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

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

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

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

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

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

¹ Payment of OHA requires a lease agreement or a verifiable purchase price.

² Includes dependent acquired while member is on authorized leave.

³

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

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

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

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

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

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

⁴ See par. U10108 regarding dependents over age 21.

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

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

U10004 BAH RATE PROTECTION

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

U10006 BAH ADVANCES

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

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

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

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

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

U10008 BAH DIFFERENTIAL (BAH-DIFF)

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

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

1. If a member is assigned to single type GOV'T QTRS or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*

2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).

3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to GOV'T owned/leased family type QTRS (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child/children (pars. U10120, U10122, U10124, U10126 and U10206).

U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

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

Conditions

1. A member without dependents assigned to single type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.

2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type GOV'T QTRS and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type GOV'T QTRS is not authorized BAH-Partial.
5. A member occupying single type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family type GOV'T QTRS.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single type GOV'T QTRS, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned QTRS in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain QTRS therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single type GOV'T QTRS between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. A member without dependents is not authorized BAH-Partial when assigned to GOV'T single type QTRS (including GOV'T leased QTRS) that exceed the minimum standards of single QTRS for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.
14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

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

1. San Diego

- a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the QTRS and 82% for single occupancy.

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

U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

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

U10014 RC RATE (BAH-RC)

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

U10016 FAMILY SEPARATION HOUSING (FSH)

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

Effective 22 January 2013

U10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an INSTALLATION experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. *This authority expires 31 December 2013.*

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

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

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

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

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

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.

2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.

3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

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

1. ***No Locations at this Time***

U10020 OHA - GENERAL

NOTES:

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

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

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

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

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

1. An up-front, lump sum MIHA for those who qualify (par. U10026 and APP N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

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

- B. OHA and 'MALT Plus'. OHA is not payable on the arrival day when 'MALT Plus' per diem is paid.
- C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.
- D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, APP K.

U10022 OHA DETERMINING MONTHLY RENT

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

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10022-C for a member owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. *In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.*
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

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

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

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

NOTE: *A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par.*

U10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

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

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

a. Definitions:

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

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

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

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

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

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

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

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

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

* (5) Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;

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

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

3. If a member (or the member’s dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive

the [utility/recurring maintenance allowance](#).

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

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

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

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

U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

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

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.
 - a. **Climate Codes.** Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:
 - (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
 - (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

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

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

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

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

U10026 MOVE IN HOUSING ALLOWANCE (MIHA)

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

B. Rules and Information

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

c. member moves from GOV'T QTRS to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. ***Only one payment is authorized at a PDS unless par. U10026-B2 applies.***

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. ***Expenses deferred until lease termination are not MIHA/Rent.*** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (APP N, par. C).

c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.

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

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

U10028 OHA ADVANCE PAYMENT

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

A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. U10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. ***Personal preference is not grounds for authorizing advance rent payment.*** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC APP K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. Law,

- b. Local custom for everyone, including local nationals, or
- c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

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

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

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

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

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

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

C. Liquidation

- 1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
- 2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
- 3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
- 4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par. U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

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

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

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

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

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

U10030 OHA COMPUTATION DATA

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

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

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

SECTION 10: UNUSUAL MEMBER STATUS**U10418 MEMBER IN A MISSING STATUS**

A. Member without Dependent. A member without a dependent carried in a missing status is authorized without-dependent BAH. Pay PDS location-based without-dependent BAH for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive former PDS-based BAH due to a low-cost or no-cost PCS (par. U10400-B), that Secretarial waiver-based BAH rate continues. Pay HOR location-based without-dependent BAH for a member whose PDS is outside the U.S. If both the member's HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See [DoDFMR, Vol. 7A, par. 340302](#).

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent's location-based with-dependent housing allowance.

U10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See [DoDFMR, Vol. 7A, Chapter 1](#). For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. *Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement.* A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in [DoDFMR, Vol. 7A, Chapter 1](#).

U10422 HOUSING ALLOWANCE FOR A MEMBER IN A NONPAY STATUS

A. Unauthorized Absence. For a period NTE 2 months from the first day of absence, a housing allowance at the rate being credited a member in grades E-1, E-2, E-3, and E-4 (4 or fewer years' service) at the time absence commenced may be paid to a dependent on whose behalf BAH or OHA was claimed prior to commencement of the absence, if all of the following conditions exist:

1. The member has been in an unauthorized absence status for more than 29 consecutive days.
2. The dependent applies for BAH or OHA payment and the application is received by appropriate authority within 3 months after the date absence commenced. In the case of a dependent living outside the U.S. and claiming OHA, a copy of the current lease agreement must be included. Housing expenses must be incurred for OHA payment.
3. If the Service Concerned fails to provide timely notice to a dependent of the right to apply for BAH/OHA, a waiver of the 3-month stipulation in par. U10422-A2, may be granted on a case-by-case basis by the authority specified in par. U10422-B1. If such a waiver is granted, payment may only be made on those applications received within 2 months after the dependent is properly notified of the right to submit such an application.
4. No positive information has been received that the dependent is residing with or has joined the member at the place of absence.
5. If a member is assigned GOV'T family-type QTRS (adequate or inadequate), no BAH or OHA payment may be made. BAH or OHA payment may not be made directly to the member on a dependent's behalf. Payment must be made only to the dependent.

Part E: Assignment Situations/Section 10: Unusual Member Status

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, BAH or OHA payment is authorized as follows:

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period NTE 2 months under the conditions stated in par. U10422-A. For any subsequent months there must be showing of hardship on the dependent and authorization/approval on a case-by-case basis as

a. Army:

Director, DFAS-PMTA/IN
8899 East 56th Street
Indianapolis, IN 46249-2301

b. Navy:

Chief of Naval Personnel (N-130C)
701 S. Courthouse Road
Building 12, Room 3R180
Arlington, VA 22204-2472

c. Air Force:

HQ USAF/A1PA
1500 W. Perimeter Road
Suite 4790
Joint Base Andrews NAF Washington, MD 20762-6604

d. Marine Corps:

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

*e. Coast Guard:

Commandant (CG-1332)
U.S. Coast Guard
2703 Martin Luther King JR Ave SE, STOP 7907
Washington, DC 20593-7907

2. An enlisted member in grade E-4 (over 4 years' service) or above (cases in which there has been a showing of hardship on the dependent). The approval authority for the initial and any subsequent payments is as in par. U10422-A1. No payment may be made without the approval of such authority on a case-by-case basis. Payments are subject to the conditions stated in par. U10422-B1a. See Service regulations for procedures on processing claims.

C. Excess Leave. BAH or OHA may continue to be paid to a member in grade E-4 (4 or fewer years of service) or below, with dependents, for a period NTE 2 months during which an excess-leave status exists unless it is anticipated that member will not return to duty, for example, appellate leave. The 2-month period is computed from the first day of excess leave.

APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR/JTR, Chs 3, Part D and Chs 2, Part L.

C. Voucher Submission. [DoDFMR, Vol. 9, Travel Policy and Procedures](#) prescribes the voucher submission requirements, with supporting authority. Funds are obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

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

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>a. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable.</p> <p>b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7425-4, for a traveler with a disability/special need.</p>				
<p>Baggage Handling Tips. Reimbursement is authorized/approved for necessary travel and transportation related baggage handling tip expenses incurred on official business per the AO determination. Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</p> <p>1. Uniformed Member</p> <p>a. Transportation Terminal. Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. Lodging Establishment. Reimbursement is authorized <i>only</i> for transportation related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7425-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent travels with the sponsor.</p>	X	X	X	X
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
Communication Services. GOV'T owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR/JTR, Chs 3, Part D.	X	X	X	X
<p>Currency Conversion Fees</p> <p>1. Reimbursable</p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The "international transaction fee" for official qualifying transactions charged by:</p> <p>(1) GTCC. This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) Other than GTCC. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
charge on a non GTCC billing statement is reimbursable.				
2. <u>Not Reimbursable</u> . Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.				
3. <u>Exchange Rates</u> . A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.				
4. <u>Supplemental Vouchers</u> . A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
<u>Conveyance, Government</u> . When a GOV'T conveyance is authorized, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are: 1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares; 5. Bridge, road or tunnel tolls; 6. trip insurance for travel in foreign countries (APP G, Insurance, Driving Related); 7. Guards; and 8. Storage fees.		X		X
<u>Disease Prevention Measures</u> . When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<u>Driver (Vehicle) Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Energy Surcharge Fees</u>	X	X	X	X
<u>Green Card</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<u>GTCC</u> 1. <u>Late Payment Delinquent Fees</u> . Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements. 2. <u>Expedited Delivery</u> . Reimbursable when authorized/approved by the AO. 3. <u>Chip/PIN Card Issue Fee</u> . Reimbursable when authorized/approved by the AO.	X	X	X	X
<u>See Merchant Surcharge</u>				
<u>Guide Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Insurance, Driving Related</u> . Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance or POC.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry Cleaning Expenses (Civilian Employee Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY or PCS travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.			X	X
Laundry/Dry Cleaning Expenses (Uniformed Member Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16), etc. <i>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</i> 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the significantly higher locality IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to a member/employee but not dependents.</i>	X	X	X	X
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. U4135-B2) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
Lodging, Mandatory Fees/Charges. Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'			X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>Lodging Tax (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).</p> <p>1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.</p> <p>2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>.</p>	X	X	X	X
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<p>Merchant Surcharge (Civilian Employee).</p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC.</p> <p>2. Reimbursement is not authorized for merchant surcharge for the use of a personal charge card.</p> <p>3. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p> <p>4. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>			X	X
<p>Merchant Surcharge (Uniformed Member)</p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged with:</p> <p>a. The GTCC, or</p> <p>b. A personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel.</p> <p>2. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p> <p>3. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>	X	X		
<p>Mission Related Expenses. Mission related expenses <i>are not reimbursable as travel expenses</i>. These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), use of clerical assistance (e.g., typists, data processors, stenographers), technology equipment (e.g., computers, printers, faxing machines, and scanners), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981. See DoDFMR Volume 10, Ch 11 for reimbursement.</p>				
<p>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</p> <p>1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.</p> <p>2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted.</p> <p>3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein.</p> <p>4. The AO should consider if the:</p> <p>a. Traveler acted reasonably and prudently in incurring lodging expenses;</p> <p>b. Traveler had a reasonable expectation of completing the TDY as authorized;</p> <p>c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and</p> <p>d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.</p>		X		X
<p>Paper Tickets. Any additional paper ticket cost is reimbursable when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i></p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JFTR, par. U4780 and JTR, par. C4780.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.	X	X	X	X
<p>1. <u>Reimbursement Eligibility</u></p> <p>a. <u>General.</u> Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's), <p>b. <u>Uniformed Member.</u> Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. <p>c. <u>Civilian Employee.</u> Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> (1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.) (2) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (3) Serving under a service or renewal agreement, and (4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or (5) Emergency Technical Support Personnel. See item 5 below. <p>d. <u>Dependent</u> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> (1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area. <p>2. <u>Acquired Dependent (Uniformed Member Only).</u> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees.</u> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee.</u> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel.</u> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel.</u> These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (USCIS Form I-551). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV'T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. <u>Medical Expenses.</u> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <u>Passport Fees.</u> An official traveler ordinarily travels on a no fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. <u>Physical Examination Fees.</u> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Order for Visas and Physical Examinations.</u> An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <ul style="list-style-type: none"> a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. <p>12. <u>Travel Not Required.</u> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<p>Personal Expenses. <i>Personal expenses are NOT reimbursable.</i> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</p>				
<p>Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p>Phone Calls (Official)</p> <p>1. The AO:</p> <ul style="list-style-type: none"> a. May determine certain communications to a traveler's home/family are official and are reimbursable (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary) and should limit these communications to a dollar amount in advance of TDY, b. May determine certain communications to reserve lodgings are official and are reimbursable, and c. May approve charges after TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p>Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Prepaid Phone Cards/Cell Phones. See Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X
Privately Owned Conveyance Tax and License Fee (B-214930, 1 October 1984). CIVILIAN EMPLOYEE ONLY: A. <u>General.</u> Some states: 1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and 2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state. B. <u>Traveler Paid Charges.</u> If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met: *1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment (see par. C4775). 2. The traveler's PDS is not the state in which the TDY assignment is performed. 3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC. C. <u>Documentation.</u> Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.				X
*Privately Owned Conveyance (POC) Use is Advantageous on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable only if POC use is to the GOV'Ts advantage: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie down fees.		X		X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is NOT a reimbursable expense per JFTR/JTR, pars. U1215/C1215. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008 .				
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4200 or JTR, par. C4200.		X		X
Rental Vehicle Reimbursable Expenses. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. 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.</i>		X		X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
b. When a CTO/TMC is not available.				
2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.				
Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses		X		X
<p>NOTE: <i>Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. 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.</i></p>				
<p>1. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.</p>				
<p>2. Reimbursable Expenses. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i></p>				
<p>a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.</p>				
<p>b. Rental cost, tax and local assessments on rental vehicle users.</p>				
<p>c. Necessary gas and oil.</p>				
<p>d. Aircraft landing and tie down fees.</p>				
<p>e. Transportation to and from the rental facility, public transit systems, and taxi fares.</p>				
<p>f. Parking; ferry fares; bridge, road and tunnel tolls.</p>				
<p>g. Traveler access fee (when charged).</p>				
<p>h. Garage, hangar, or boathouse rental.</p>				
<p>i. Operator's subsistence.</p>				
<p>j. Optional extra collision hull insurance for rental aircraft.</p>				
<p>k. Mandatory rental car insurance coverage required in foreign countries.</p>				
<p>l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p>				
<p>m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.</p>				
<p>n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.</p>				
<p>o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. See B-204486, 19 January 1982.</p>				
<p>p. Breathalyzer installed in rental car when required in foreign country. See item 3e below.</p>				
<p>q. Rented Motor Vehicle Damage</p>				
<p>(1) DoD Travelers. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Ch 4. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>(2) Uniformed Non DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p> <p>3. Expenses that Are <i>Not</i> Reimbursable. The following expenses are <i>not</i> reimbursable:</p> <p>a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. Damage to Rental Car when Being Used on Other than Official Business. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. Example: TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</p> <p>d. Purchase of Equipment. The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p> <p>e. Breathalyzer Replacement Fee. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities.</p>				
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X			
Tips for Handling GOV'T Property. Transportation related tips for handling GOV'T property at terminals and lodgings are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.		X		X
Tips, Transportation Related. Transportation related tips for taxis, limousines, and courtesy transportation are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U4780 and JTR, par. C4780		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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. U7600-F.

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. U4415, ***NOTE 1***/JTR, par. C4415, ***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 NTE the constructed cost of AO authorized transportation (e.g., commercial plane). ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*** 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. C4095-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-A10, Note 1 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\% \times \$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. U4335. 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. C4160-A and C4165-B.

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. U4155 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. U4210 (uniformed member)/JTR, pars. C4210 and C4205-B5 (civilian

employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4205-B5.

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. U4950.

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

TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
<u>Subsist Ashore</u>			
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 (In AOR only)	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
<u>Subsist Aboard U.S. GOV'T Ship 3/</u>			
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. U4780/JTR, par. C4780 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. U4230 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, Ch. 7, PART W 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

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
Annual Training (AT) 5	Par. T4030 applies.	Not authorized if GOV’T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6, 7
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6, 7
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.

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
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

ACTIVE DUTY WITHOUT PAY		
Situation 2	Transportation 3, 4	Per Diem
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 8 .

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. U7140).

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

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY		
1, 2, 3		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	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 TRIPA. 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. C4020-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 (GSBCA 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. C4500), or a small amount of HHG for a member (JFTR, par. U4500) 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 E.

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 Q, 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, Ch 5 Part D. 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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