

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 568****1 FEBRUARY 2013**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 February 2013 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

SAMUEL B. RETHERFORD

Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

FRANCINE BLACKMON

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

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

CAP 121-12(E)/MAP 143-12(E) -- Update TDY Travel Based on FTR Amendment. Updates the JFTR/JTR based on amendment 2012, dated 22 October 2012 to the Federal Travel Regulation (FTR) regarding TDY travel. The revision changes the term "lodging location" to "lodging facility" where applicable, and adds the provision extending agencies the authority to issue blanket actual expense approval for TDY travel during Presidentially-Declared Disasters. Affects pars. C4550-A, C4555, C4606-A, C4608-A2f, T4040-A9, and T4060-B.

CAP 132-12(I)/MAP 158-12(I) -- 2013 GMRs. Updates GMRs for CY 2013. Affects APP A1.

CAP 135-12(I)/MAP 164-12(I) -- APP S Update. Adds Cotonou (Benin) as an authorized FEML location for assigned USPHS Commissioned Corps effective 20 December 2012 per USPHS email of the same date. The recertification due date for Cotonou, Benin is 31 January 2015.

CAP 136-12(I)/MAP 165-12(I) -- Calendar Year 2013 Mileage Rates. Updates the mileage rates approved by GSA Bulletin FTR 13-02 effective 1 January 2013. Affects pars. C2600-A and C2605.

CAP 138-12(I)/MAP 169-12(I) -- Calendar Year 2013 GMR/PMR Examples. Updates the GMR/PMR examples in APP R2-J as released by OSD (P&R) effective 1 January 2013.

CAP 001-13(I)/MAP 001-13(I) -- CY13 TDY/PCS Mileage Computation Examples. Updates the business and relocation mileage computation examples within the JFTR/JTR to reflect the correct mileage allowance rates released under MAP 165-12(I)/CAP 136-12(I) per [GSA](#) FTR Bulletin 13-02 authority on behalf of the Federal Government. Affects pars. C4677-B, C4780-D, C5065, and APP E2.

CAP 002-13(I)/MAP 002-13(I) -- Inactive Duty Training (IDT). Adds the acronym IDT to the list of acronyms in APP A2. Deletes erroneous IDT information in JTR, par. C2600. Affects par. C2600, and APP A2 .

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 568

1 FEBRUARY 2013

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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Part F	566	566	566	561	561	561	561	561	558	558	558			
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Part C2	555	555	555	555	555	555	555	555	555	555	555	555	555	555
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Part D3	563	563	563	563	563	563	562	556	556	556	556	556	556	551
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Part H2	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part H3	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part I	541	541	541	541	541	541	541	541	541	541	541	541	541	541
Part J	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part K	558	558	558	558	558	558	558	558	558	558	558	550	550	550
Part L1	553	553	553	553	553	553	553	553	553	553	553	553	553	553
Part L2	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part L3	519	519	519	519	519	519	519	519	519	519	519	519	519	519
Part L4	527	527	527	527	527	527	527	527	527	527	527	527	527	527
Part L5	551	551	551	551	551	551	551	551	551	551	551	551	551	551
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Part N	546	546	546	546	546	546	546	546	546	546	546	546	546	546
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Part P2	554	554	554	554	554	554	554	554	554	554	554	554	554	554
Part P3	554	554	554	554	554	554	554	554	554	554	554	554	554	554
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Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
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Part C4	542	542	542	542	542	542	542	542	542	542	542	542	542	542
Part C5	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part D	526	526	526	526	526	526	526	526	526	526	526	526	526	526
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TOC	562	562	562	562	562	562	562	554	554	554	554	554	554	554
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Part B	567	567	546	546	546	546	546	546	546	546	546	546	546	546
Part C	548	548	548	548	548	548	548	548	548	548	548	548	548	548
Part D	567	567	560	560	560	560	560	560	560	546	546	546	546	546
Part E	560	560	560	560	560	560	560	560	560	547	547	547	547	547
Part F	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part G	567	567	560	560	560	560	560	560	560	557	557	557	551	551
Part H	567	567	557	557	557	557	557	557	557	557	557	557	546	546
Part I	567	567	560	560	560	560	560	560	560	559	548	548	548	548
Part J	567	567	546	546	546	546	546	546	546	546	546	546	546	546
Part K	567	567	560	560	560	560	560	560	560	548	548	548	548	548
Part L	567	567	560	560	560	560	560	560	560	548	548	548	548	548
Part M	567	567	562	562	562	562	562	560	560	540	540	540	540	540
Part N	567	567	560	560	560	560	560	560	560	548	548	548	548	548
Part O	567	567	566	560	560	560	560	560	560	556	556	556	556	548
Part P	548	548	548	548	548	548	548	548	548	548	548	548	548	548
Part Q	560	560	560	560	560	560	560	560	560	540	540	540	540	540
Part R	567	567	534	534	534	534	534	534	534	534	534	534	534	534
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Part V	536	536	536	536	536	536	536	536	536	536	536	536	536	536
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Part 1	568	566	566	562	562	562	562	560	560	559	557	557	556	555
Part 2	568	562	562	562	562	562	562	551	551	551	551	551	551	551
Appendix E														
TOC	560	560	560	560	560	560	560	560	560	520	520	520	520	520
Part 1	560	560	560	560	560	560	560	560	560	557	557	557	556	551
Part 2	568	560	560	560	560	560	560	560	560	551	551	551	551	551
Part 3	560	560	560	560	560	560	560	560	560	557	557	557	551	551
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TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	562	562	562	562	562	562	562	559	559	559	557	557	543	543
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	529	529
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Part 1	540	540	540	540	540	540	540	540	540	540	540	540	540	540
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Part 2B	540	540	540	540	540	540	540	540	540	540	540	540	540	540
Part 2C	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part 3A	543	543	543	543	543	543	543	543	543	543	543	543	543	543
Part 3B	562	562	562	562	562	562	562	546	546	546	546	546	546	546
Part 4A	559	559	559	559	559	559	559	559	559	559	540	540	540	540
Part 4B	558	558	558	558	558	558	558	558	558	558	558	540	540	540

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TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
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Part 2	558	558	558	558	558	558	558	558	558	558	558	547	547	547
Part 3	566	566	566	551	551	551	551	551	551	551	551	551	551	551
Part 4	551	551	551	551	551	551	551	551	551	551	551	551	551	551
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Part 2	556	556	556	556	556	556	556	556	556	556	556	556	556	546
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Part4	517	517	517	517	517	517	517	517	517	517	517	517	517	517
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Part 2	568	557	557	557	557	557	557	557	557	557	557	557	546	546
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PART I: MILEAGE AND MALT RATES

C2600 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
*Other Mileage Rate. Applies when A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when use of a GOV'T furnished vehicle is to the GOV'T's advantage.	*\$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. C5905 and C5915

D. POC Use Instead of GOV. See par. C4785 for POC use instead of a GOV.

C2605 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 JTR 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. C5050 clarifies general information and reimbursement ICW MALT.

5. Regardless of the POC type used (except in par.C2615), this is the PCS travel MALT rate. See par. C2650 for official distance determination.

6. See par. C5050-A2 if there is more than one authorized traveler in a POC.

C2610 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).

C2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. C2600 for the official distance between authorized points.

PART B: PER DIEM

C4550 PER DIEM RATE

*A. General. Per diem prescribed in this Part is applicable for all TDY periods except when an AEA, authorized under Part C, applies, and for all PDT periods. ***The per diem rate is determined based on the traveler's TDY location, not the lodging facility location.*** See par. C4555-A if neither GOV'T QTRS nor commercial lodging is available at the TDY location.

NOTE 1: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., Pentagon, McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. See [DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010](#).

NOTE 2: When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the U.S. Census Bureau website at <http://quickfacts.census.gov/cgi-bin/qfd/lookup> which can help determine in which county a destination is located.

NOTE 3: If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for all cities and towns in the county. If neither the city/town nor the county is listed, that area is a [Standard CONUS](#) per diem rate location (par. C4550-F3).

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

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

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

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

Effective 23 November 2011

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

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

E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed below:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Room 104, Fort Belvoir, VA 22060-5595;
2. Navy and Marine Corps. Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072;
3. Air Force. HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
4. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

C4551 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Room 104, Fort Belvoir, VA 22060-5595.
2. Navy. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

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

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

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

<u>CONUS Locations</u>	<u>Non Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p>General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management ATTN: Jill Denning 1275 First Street NE 1 Constitution Square, 6th floor (685C) Washington, DC 20417-0001 jill.denning@gsa.gov</p>	<p>Defense Travel Management Office (DTMO) ATTN: SP&P/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>

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009).

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non payment of per diem applies even if the traveler vacated the permanent dwelling at the old PDS and lodged in temporary lodging during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967).

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

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

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

c. Return to the PDS. Per diem ICW transportation delays at the PDS may be paid in certain extremely limited weather related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See CBCA 2371-TRAV, 18 May 2011.

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

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

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

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

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and IE is NTE the applicable per diem rate authorized in Ch 4, Part B. See par. C4655 for a training course exception. Ch 4, Part C for AEA information. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy"** (GSBCA 15890-TRAV, 29 July 2003).

I. Personnel Traveling Together. 'Personnel traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers. **No per diem is payable on days travelers travel when the order directs limited or no reimbursement for personnel traveling together.** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. A civilian employee pays the food cost and operating expense and is authorized reimbursement of the amount paid for food. **Directing several personnel to travel together with limited or no reimbursement must never be done simply to save travel funds.**

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

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

C4553 'LODGING PLUS' PER DIEM METHOD COMPUTATION

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

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

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

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

B. Maximum Per Diem Rate

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

C. Per Diem Elements

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

NOTE: The locality per diem [lodging ceiling](#) in CONUS and in a non foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

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

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

D. Computation

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, M&IE of 75% of the M&IE rate for the TDY location is paid for each travel day. No meals deduction is made. If more than one TDY point is involved and lodging is not required, the highest M&IE rate prescribed for any of the TDY locations is used (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). See par. C4565, **Example 4**.

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

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

a. Day Travel Begins

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

(1) Lodging Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

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

b. Full Calendar Travel Days

(1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling plus the applicable M&IE rate.

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

c. Returning from Travel

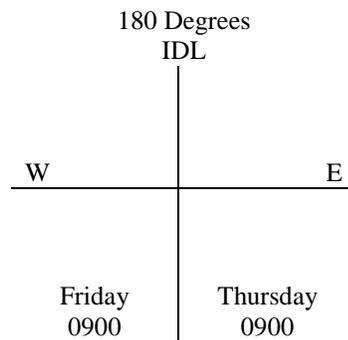
- (1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem is the actual lodging cost, NTE the applicable stopover point or TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is the M&IE rate applicable to the preceding calendar day.
- (3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodging is required.

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

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

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

E. Computing Per Diem when Crossing the International Date Line (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to per diem payment under the 'Lodging Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D applies.

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The:

- (1) Applicable locality [per diem rate](#),
- (2) Standard [GMR](#), plus \$5 for IE on any day the GMR rate is prescribed IAW par. C4554-A1c **NOTE**, or
- (3) [PMR](#), plus \$5 for IE on any day the AO specifies the PMR rate.

b. OCONUS. The:

- (1) Applicable locality [per diem rate](#), (plus the locality IE rate or \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses (**NOTE** below on IE));
- (2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (**NOTE** below) on any day the GMR rate is prescribed IAW par. C4554-A1c **NOTE**, or;
- (3) PMR plus the IE rate (**NOTE** below) on any day the AO specifies the PMR rate.

NOTE: The [IE](#) rate *OCONUS* is the applicable locality [per diem rate](#), or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. Regardless of at what location the traveler 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. The \$3.50 IE rate does not apply on any day the employee is traveling.

c. JTF Operations. See Ch 4, Part I.

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

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

3. Schoolhouse Training (Formal Courses of Instruction). *The schoolhouse commander is authorized to determine the appropriate meal rate (GMR, PMR or locality meal rate) regardless of what the AO may put in a TDY order to the contrary. See par. C4554-A1a for CONUS and par. C4554-A1b for OCONUS. If there is information about the course that provides the appropriate meal rate, that information, and its source should be documented on the order. If that information is not available prior to order issuance, it must be provided to the traveler by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher. GOV'T QTRS use may not be directed for a civilian employee (par. C2550).*

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day (except travel days to and from the PDS) when one or two deductible meals is/are provided (APP R2, par. J). The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). *A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.*

2. A deductible meal is a meal:

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

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

c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;

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

e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or

f. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an AGENCY arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging ceiling, or if a conference lodging ceiling has been declared (APP R) within the conference lodging ceiling. If the negotiated rate exceeds the locality (or conference) lodging ceiling, an AEA should be provided to cover the higher lodging cost that includes the meal(s).***

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

3. The following is not a deductible meal:
 - a. Box/'bagged' meal from a GOV'T dining facility/mess (to include such things as C Rations, K Rations, MREs) -- except when the GOV'T dining facility/mess provided box/'bagged' meal is the *only method* of providing an adequate meal to a traveler. **NOTE: See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR,**
 - b. In flight meal,
 - c. Rations furnished by the GOV'T on military aircraft,
 - d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,
 - e. Meal furnished on commercial aircraft,
 - f. Meal provided by private individuals, or
 - g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

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

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

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

D. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. C4554-B2e and C4554-B2f when a charge for meals is added to the lodging cost. (CBCA 1900-TRAV, 3 May 2010.)

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

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

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

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

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum lodging amount for the TDY locality. TDY lodging when utilized for official travel is always based on the GOV'T interest. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4. ***The traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T (see par. C1707). TDY lodging accommodation at GOV'T expense is not intended for an individual who is an ineligible traveler ICW an official travel order (i.e., a family member or friend is not expected to routinely share the TDY lodging). While a lodging availability situation may require a traveler to accept lodging that is more spacious than is needed for the official traveler, the official traveler is expected not to purposely accept more spacious lodging simply because the official traveler desires to provide lodging for other non official travelers.***

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

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

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

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

Example 1: A civilian employee (extended TDY) and a member (short term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement (See JFTR par. U4129-E for Uniformed Services).

Example 2: A DoD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room tax on the single rate if applicable limited to applicable locality lodging rate; or the reduced per diem lodging rate prescribed by the Secretarial Process or equivalent authority annotated on the TDY travel order for lodging rental/lease at other than a daily rate. See par. C2230, if the civilian employee's TDY duration exceeds 30 days. The lodging cost is split equally among the named people indicated on the signed lodging agreement/contract.

Example 3: A DoD civilian employee is TDY to Location A and stays in commercial lodging. Multiple family members later join the member at personal expense with no additional lodging expense incurred by the GOV'T. The non GOV'T travelers are reflected as occupants on the lodging receipt. The official traveler is authorized up the single room rate and room tax on the single rate limited to the applicable locality rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. See par. C2230, if the civilian employee's TDY duration exceeds 30 days.

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

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

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

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

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

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

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

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

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

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

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

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

NOTE 1: *Some rental agreements (i.e., furniture rental agreements) include options to buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement ([B-259520, 7 December 1995](#)). When a dwelling of any kind becomes purchased under some form of rent to buy provision, all associated mortgage interest and property taxes previously claimed must be repaid. See FTR §301-11.12(b).*

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

NOTE 3: *Some furniture rental agreements may require a damage waiver fee for damage protection as part of the rental cost. A traveler may be reimbursed for the cost of such a fee as part of the cost of the furniture rental while on TDY if the traveler has no other choice but to enter into such an agreement ([CBCA 1961-TRAV, 20 July 2010](#)).*

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

In determining the daily amount of expense items that do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

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

Effective 14 October 2011

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

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

F. Dual Lodging Reimbursement on a Single Day

1. General. Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. ***Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Except as provided in par. C4555-F2b, dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher.*** Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved (after travel) by the Secretarial Process. ***No blanket authorizations may be given at the beginning of the TDY.***

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

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

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

b. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) ([GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#)) (e.g., traveler told if she checked out of GOV'T QTRS for 2 nights, no room would be available upon return); or

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

3. Lodging Cost

a. Per Diem. The lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

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

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

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

6. Example. An order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. C4555-F to authorize multiple long periods (or a single all encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized. The known TDY locations must be named in the order.*

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

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

G. **Lodging Rented/Leased on a Weekly, Monthly, or Longer Term Basis.** When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodging at a daily rate. ***NOTE: This does not apply when a residence is purchased. See par. C4555-E.***

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

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

I. Single and Multiple Occupancy of a Room

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

2. Official Travelers Choose to Share a Room

a. Each official traveler is:

(1) Allocated the appropriate percentage of the room rate charged (e.g., 2 official travelers –are each allocated 50% of the room cost; 3 official travelers–each is allocated 33%) of the actual rate charged if a room is shared with another/ other official traveler(s), and

(2) Responsible for their share of the applicable room rate (e.g., 2 official travelers - each is responsible for 50% of the room rate; 3 official travelers - each is responsible for 33% of the room rate.

b. *Multiple occupancy of a single room does not limit a traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.*

c. Examples of Room Charge Allocation:

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

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

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

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

K. Multiple Lessees Involving Leased or Rented Lodging. Even though a daily lodging rate is computed for TDY reimbursement, the long term (i.e., not daily) lodging cost is split equally among the lessees indicated on the signed lease or rental agreement/contract before the daily reimbursement rate is computed. The prorated lodging cost reimbursement per person is limited to the applicable locality, or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. The applicable daily M&IE rate of the official traveler is not prorated. AEA authority must be in the GOV'T's interest IAW par. C4602 per the AO determination. *TDY lodging accommodation is not intended for individual(s) who are ineligible traveler(s) ICW an official travel order. The traveler must adhere to the prudent traveler rules for official travel funded by the GOV'T.*

L. Advance Lodging Deposits. A traveler:

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

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

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

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

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

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

C4558 PER DIEM FOR TRAVEL BY SHIP

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

B. GOV'T Ship

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

C. Commercial Ship

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

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

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

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

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

3. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day (par. C4553).

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

C4560 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. Follow Service/Agency procedures for making lodging arrangements. See pars. C4555-D, C4555-E, and C4555-G.

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

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

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

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

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

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

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

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

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

C. Leave and Non Workday

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

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

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

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

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

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

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

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

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

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

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

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

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

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

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

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

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

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

NOTE: If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round trip cost between the PDS and TDY location. City pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

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

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

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

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

1. Example 1-TDY Travel

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

2. Example 2-TDY Travel

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

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

Example 3: TDY Travel Involving IDL with a 'Lost' Day			
TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 & 8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Fri to Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20 to 24 Aug (Fri to Tues)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
TOTAL			\$1,350.00

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

Example 4: 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 (Thurs to Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54
19 to 24 Aug (Thurs to Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272
25 Aug Wednesday	\$72 x 75 % =		\$54
TOTAL			\$1,380

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

Example 5: AOR Per Diem/TDY Travel Overnight – No Lodging Required				
An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan.				
The employee stayed in GOV'T QTRS and received the AOR per diem rate from 5 to 30 Jan.				
The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan.				
The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb.				
The employee departed the stopover point and arrived at the residence on 2 Feb.				
Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5 to 30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
REIMBURSEMENT				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5 to 30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
PER DIEM REIMBURSEMENT				\$317.75

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

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

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

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

FOOTNOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Per Diem Computation Example

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

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

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

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

PART C: AEA

C4600 GENERAL

An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of Ch 4, Part B per diem, or the [per diem rates](#). *An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.*

C4602 JUSTIFICATION

A. Authorization/Approval. An AEA may be authorized/approved for travel when the [per diem rate](#) is insufficient for part, or all, of a travel assignment.

B. Reasons for authorizing/approving AEA:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. C4608-A2 have escalated temporarily due to special/unforeseen events.

C4604 AUTHORITY/APPROVAL

A. General. The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar).

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed;
2. Should be stated in the travel order/trip record when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
4. Should be uniform (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

C4606 LIMITATIONS

A. Conditions

*1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited. ***Exception: In the event of a Presidentially Declared Disaster only, the DoD COMPONENT, using Secretarial Process, has the authority to issue a blanket authorization for AEA for the period of the Presidentially Declared Disaster for all travelers within that area.***

2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***

*3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD COMPONENT concerned should submit a request for a per diem rate review IAW par. C4551.

4. The definitions and rules applicable to the traveler's authority for per diem under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

B. Personal Preference/Convenience. A traveler is financially responsible for excess costs and additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant AEA authorization/approval include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Summit Meeting,
 - c. Sports event,
 - d. World's fair,
 - e. Convention,
 - *f. Natural or man-made disaster (including the disaster aftermath), Presidentially Declared Disaster or
 - g. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to/from the less expensive lodging facility would consume most/all savings achieved from occupying less expensive lodging;
4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further unusual/extraordinary requirements demonstration, AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed below.

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. Cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

C4610 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (APP A).

B. Expenses Not Allowed. The following expenses are not allowed. Meal cost:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;
2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends ([B-189622, 24 March 1978](#)); or
3. Purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity to which the traveler is accustomed is a personal preference matter and is not a "justifiable reason". [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

C4620 OVER 300% MAXIMUM AEA

An AEA in excess of 300% cannot be authorized for a traveler covered by JTR.

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

B. Incidental Expenses (IE). The maximum reimbursement for IE is:

1. CONUS. \$5 in CONUS, and
2. OCONUS
 - a. The locality IE, or
 - b. \$3.50 OCONUS for all full TDY days (except interim travel days between TDY locations) when the AO determines the \$3.50 rate is adequate to meet anticipated expenses effective for travel beginning on or after 1 July 2009.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings Plus' method IAW par. C4553, while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

3. Example

a. A traveler is authorized/approved an AEA NTE 150% for lodging.

b. The traveler is paid M&IE on a per diem basis, and, M&IE itemization is not required.

c. The locality per diem rate is \$90 (lodging) + \$51 (M&IE) = \$141 (Total).

d. The AEA must not exceed 150% of the *total* (\$141) locality per diem rate.

e. The AEA for the maximum amount allowed for *lodging* is computed as follows:

$$(1) \$141 (\text{Total Per Diem}) \times 150\% = \$211.50 = \$212$$

$$(2) \$212 - \$51 (\text{M\&IE}) = \$161 \text{ maximum allowed for lodging}$$

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par.C2005-A) and/or meals for TDY travelers, and AEA reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under par. C4620 ([60 Comp. Gen. 181 \(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees), must be submitted for AEA reimbursement. M&IE reimbursement on a per diem basis (AEA for lodging only), does not require M&IE itemization.

C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and approved by the AO. ***In no case may the amount reimbursed be more than the amount authorized/approved in an AEA authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission, (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements, actual expense reimbursement for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes M&IE, the daily amount of IE items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include clothing laundry/dry cleaning/pressing incurred at OCONUS locations, hotel maid tips, and similar expenses IAW the IE portion of the per diem (APP A). ***Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal clothing laundry/dry cleaning/pressing (*not before /after TDY*) is:
 - a. A reimbursable expense (APP G) in addition to per diem/AEA when CONUS travel requires at least 4 consecutive CONUS TDY lodging nights. For example, a traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily, or
 - b. Not a reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rate/AEA authorized/approved for OCONUS travel. For instance, a traveler on an 8-day (Saturday to Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.
2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.
3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. C4553-D2c applies for reimbursement when return travel to the home/PDS requires 2 or more days .

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an AEA basis and on an actual expense and per diem basis on the same trip:

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area (APP A) is part of per diem/AEA and is not a reimbursable expense.

EXAMPLE 1			
AEA– single TDY location			
AEA authorized for lodging and M&IE paid on a per diem basis.			
<i>An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location Per Diem w/o AEA</u>		<u>TDY Location Per Diem w/AEA</u>	
Maximum Per Diem - \$150 Lodging \$99 M&IE \$51		AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51) M&IE - \$51	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$330.00
11 to 12 Aug		At TDY Station, Lodging - \$330/day x 2 days =	\$660.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
10 Aug	$\$51 \times 75\% = \$38.25 + \$330 =$		\$368.25
11 to 12 Aug	$\$330 + \$51 + = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 75\% = \38.25		\$ 38.25
Total Reimbursement			\$1,168.50

EXAMPLE 2			
AEA to multiple TDY locations A, B, and C			
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$261/ \$71).			
Location B – Lodging and M&IE paid on a per diem basis, \$123 (\$77/ \$46).			
Location C – Lodging and M&IE paid on a per diem basis, \$128 (\$77/ \$51).			
<i>An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).</i>			
<u>TDY Location ‘A’ Per Diem w/o AEA</u>		<u>TDY Location ‘A’ Per Diem Rate w/AEA</u>	
Maximum Per Diem - \$221.00 Lodging - \$150.00, M&IE - \$71.00		AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332) Lodging NTE \$261 (\$332 - \$71) M&IE - \$71	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$ 70.00
10 Sep		TDY, Location B	\$ 70.00
11 Sep	TDY, Location B	TDY, Location C	\$ 75.00
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (denotes AEA computation)		Amount
7 Sep	$\$71 \times 75\% = \$53.25 + \$170 \text{ (AEA lodging) TDY Location A} =$		\$223.25
8 Sep	$\$170 + \$71 \text{ (AEA per diem rate)} =$		\$241.00
9 to 10 Sep	$\$70 + \$46 = \$116/\text{day} \times 2 \text{ days, TDY Location B} =$		\$232.00
11 Sep	$\$75 + \$51, \text{ TDY Location C} =$		\$126.00
12 Sep	$\$51 \times 75\% =$		\$ 38.25
Total Reimbursement			\$860.50

EXAMPLE 3

AEA Single TDY location

AEA authorized for lodging and M&IE.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$225 (\$149/ \$76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1410-A3.

An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).

CONUS TDY Location Per Diem w/o AEA

Maximum Per Diem \$150

Lodging \$99, M&IE \$51

CONUS TDY Location Per Diem w/AEA

AEA authorized NTE \$225 (\$150/day x 150% = \$225/day)

Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50)

M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50)

ITINERARY

Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner \$25	\$130.00
11 Aug		At TDY Station	Breakfast \$6, Lunch \$10, Dinner \$24	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast \$15, Lunch \$20, Dinner \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75 + \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily AEA \$76 M&IE)			\$206.00
13 Aug	\$17			\$ 17.00
Total Reimbursement				\$553.50

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PART E: RETURN TO PDS DURING TDY

C4675 TRAVEL ORDER

- A. Authorized Return. The AO must state in the travel order if a traveler is:
1. Required to return to the PDS on non-workdays at GOV'T expense, or
 2. Authorized to return to the PDS at GOV'T expense during extended TDY.
- B. Voluntary Return. Specific authority is not required in the travel order to allow a traveler to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

- A. General. When the TDY assignment does not require a traveler to remain at the TDY site on non-workdays (including holidays), the AO may require a traveler to return to the PDS for non-workdays provided the par. C4676-B conditions are met.
- B. Required Return 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 point, and
 2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and
 3. The travel order states the traveler must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

- A. General
1. A TDY traveler may voluntarily return to the PDS/place from which the traveler commutes daily to the PDS on non-workdays/workdays after the close of business.
 2. 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.
 3. The traveler must perform voluntary return travel during non-duty hours or authorized leave periods.
- *B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS. *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 (round-trip) of the PDS as determined from DTOD per pars. C3210-D, C4725 and T4030-E (APP O).*

1. Example 1

EXAMPLE 1		
The <u>per diem</u> / <u>TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. <i>See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.</i>		
‘LODGING-PLUS’ PER DIEM COMPUTATION		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS
The traveler's daily TDY lodging cost was \$61, which, when added to the applicable M&IE rate of \$46 equals \$107 (does not exceed the TDY location \$139 (\$93/ \$46) maximum per diem rate).		
ACTUAL COST		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$46) + \$61 =	\$ 95.50
Thurs 10/21	\$46 + \$61 =	\$107.00
Fri 10/22	Per diem for the return day to the PDS 75% x \$46 =	\$ 34.50
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	\$100.00
Sun 10/24	Per diem for the travel day to the TDY location (75% x \$46) + \$61 =	\$ 95.50
Mon 10/25	\$46 + \$61 =	\$107.00
Tue 10/26	\$46 + \$61 =	\$107.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$46 =	<u>\$ 34.50</u>
	Total Actual Cost	\$681.00
CONSTRUCTED COST		
Wed 10/20	Per diem for the travel day to the TDY location (75% x \$46) + \$61 =	\$ 95.50
Thurs 10/21	\$46 + \$61 =	\$107.00
Fri 10/22	\$46 + \$61 =	\$107.00
Sat 10/23	\$46 + \$61 =	\$107.00
Sun 10/24	\$46 + \$61 =	\$107.00
Mon 10/25	\$46 + \$61 =	\$107.00
Tue 10/26	\$46 + \$61 =	\$107.00
Wed 10/27	Per diem for the return day to the PDS 75% x \$46 =	<u>\$ 34.50</u>
	Total Constructed Cost	\$772.00
In this example the traveler is due \$681 (actual cost) since it is less than the constructed cost (\$772).		

2. Example 2

EXAMPLE 2		
<p>The <u>per diem</u>/<u>TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. See <i>par. C2600</i> for the current TDY mileage rate; <i>par. C2605</i> for the current MALT rate.</p>		
LODGING-PLUS PER DIEM COMPUTATION		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	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><u>NOTE: TDY mileage is not paid to the passenger. Par. C4740.</u></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>		

3. Example 3

EXAMPLE 3				
TDY Per Diem & POC TDY Mileage Computation				
<p>The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. <i>See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.</i></p>				
<p>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.</p>				
<p>*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.</p>				
<p>*The traveler is due \$522 (actual cost) which is less than the constructed cost.</p>				
ITINERARY				
<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 (par. C4553-D) =		\$ 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 =				* <u>\$ 84.75</u>

4. Example 4

EXAMPLE 4		
The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.		
AEA Comparison		
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
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.		
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.		
If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.		

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. C4678, "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, or place of abode 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.***

B. Authorized Return

1. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized transportation expense reimbursement.*** The traveler is authorized only per diem-related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location ([B-200856, 3 August 1981](#); and [B-214886, 3 July 1984](#)). Par. C4563-E.
2. A statement that return travel is authorized must be included in the travel order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the traveler's regular duty hours or during authorized leave periods.
3. A traveler, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary ([55 Comp. Gen. 1291 \(1976\)](#)).
4. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. C4677.
5. Computation Examples

a. Example 1

Example 1

A traveler is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The traveler checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The traveler pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/ \$47), the traveler is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the traveler is being paid per diem that would have been paid (max \$122/ \$51) had the traveler remained in Location B.

The traveler's lodging tax in Location C each night is limited to \$14.64 per night (12% of \$122).

The traveler is reimbursed up to \$29.28 for lodging tax while in Location C.

The traveler is not authorized any TDY mileage for driving between Locations B and C.

b. Example 2

Example 2

A traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the traveler is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$32 PMR based on the use of 1 or 2 GOV'T meals daily.

The traveler drives to Location Z on Friday night and returns to Base Y Sunday night.

The traveler checks out of the Base Y QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights.

The traveler paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$128 (\$79/ \$49) the traveler is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (NTE \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Base Y.

The fact that the traveler was using GOV'T QTRS and 1 or 2 GOV'T meals per day has no effect on the traveler's M&IE on days when not using those meals.

The traveler is not authorized any TDY mileage for driving between Locations Y and Z.

c. Example 3

Example 3

A traveler TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), at which the traveler is staying with a friend and incurring no lodging costs.

The traveler drives to Location F on Friday night and returns to Location E Sunday night.

The traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/ \$43), 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. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Location E.

The fact that the traveler was staying with a friend has no effect on the traveler's per diem on days when not staying with the friend.

The traveler is not authorized any TDY mileage for driving between Locations E and F.

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. A traveler, who retains lodging at the TDY location during a voluntary (par. C4677) or required (par. C4676) return, is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return – ‘Lodging Plus’

1. When a traveler is authorized ‘Lodging-Plus’ per diem, 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; and
 - b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
 - c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the personal belongings quantity, the establishment's ability to store those belongings, and the traveler's ability to secure a room upon return.
2. If authorized/approved, the cost of lodging retained at the TDY location is paid as a reimbursable expense (APP G - NTE the TDY locality per diem lodging ceiling).

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PART H: POC TRAVEL

C4720 AUTHORIZATION/APPROVAL

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

C4725 GOV'T ADVANTAGE DETERMINATION

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 (round trip) 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 round trip (400 miles one way) at its discretion.

A. General

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

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

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

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

C4730 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

A. General

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

B. Constructed Cost Comparison by Airplane

1. Coach accommodations (par. C3500) on a commercial air carrier are used as the basis for constructed cost.
2. The GOV'T's constructed transportation cost is computed on fares or charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare, par. U3310-B).
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.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach train accommodations for the travel performed.
2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.
3. The constructed cost comparison may be limited by the cost of extra fare service (par. C2415 and C2420) only when extra fare service has been authorized as being to the GOV'T's advantage.

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

C4740 TDY MILEAGE ALLOWANCES FOR POC USE

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

C4745 POC USE FACTORS

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

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

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

1. Reimbursement. When POC TDY travel is not to the GOV'T's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the order.
2. Constructed Cost. Par. C4730.
3. POC Use Instead of GOV'T Furnished Automobile. Par. C4785.
4. POC Use for Local Travel. Pars. C2800 AND C2805.

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

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

b. Higher TDY Mileage Rate. Exceptions to the GSA prescribed rates may be authorized if the DoD COMPONENT concerned determines that, because of the unusual circumstances, the GOV'T furnished automobile cost would be higher than the GSA prescribed rate. In such instances, the DoD COMPONENT may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2600 for an automobile) for advantageous use that most nearly equals the cost of providing a GOV'T furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C4750 that would have been incurred if a GOV'T furnished vehicle had been used.

2. GOV'T Furnished Vehicle Available. When use of an available GOV'T furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2600.

3. Reimbursement when Transportation in a GOV'T Furnished Automobile as Passenger/Driver Is Available

a. GOV'T Vehicle Makes the Trip. When an official traveler is authorized transportation in a GOV'T furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the GOV'T furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).

b. Traveler Authorized to Use a POC. If under the circumstances in par. C2184-D3a, the GOV'T furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the rate for POC use when GOV'T furnished vehicle use is to the GOV'T's advantage in par. C2600 (62 Comp. Gen. 321 (1983)).

c. GOV'T Vehicle Does Not Make the Trip. If the GOV'T furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2600 for POC use when GOV'T furnished vehicle use is to the GOV'T's advantage.

C4750 REIMBURSABLE EXPENSES

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

C4755 TRAVELING TOGETHER

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

C4760 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

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

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

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

for the most direct route.

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

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

NOTE: Terminal parking fees while TDY are reimbursable NTE the cost of two one way taxi fares, including allowable tips.

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers Transported in the Same POC

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

C4770 PER DIEM FOR POC TRAVEL

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

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

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

C4775 TRAVEL TIME

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

C4780 POC TRAVEL REIMBURSEMENT COMPUTATION

A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C4770.

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

4. Par. C4750 for other allowable costs.

B. Not to the GOV'T's Advantage

1. Limitation

a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C4745, plus per diem for the travel time authorized in par. C3025 for commercial transportation.

b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.

c. Par. C4780 does not apply to travel performed under par. C4785. B-183480, 4 September 1975.

2. TDY Mileage and Per Diem Computation

a. TDY mileage allowance is computed for the DTOD distance between authorized points.

b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4780.

c. The per diem rate in the order is used for computing per diem.

3. Constructed Transportation Cost and Per Diem Computation

a. The GOV'Ts constructed transportation cost is computed on airfares or charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare; par. C4730) between authorized points.

b. Air transportation constructed cost includes taxes or fees the GOV'T would pay if GOV'T procured transportation had been provided.

c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.

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

(1) The official traveler claiming TDY mileage, and

(2) Persons performing official travel as passengers in the same conveyance.

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

4. Comparison

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

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

5. Passengers

- a. Passengers are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.
- c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

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

*D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2600 prescribes the current TDY mileage rate; and par. C2605 prescribes the current MALT rate. *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 (round trip) of the PDS as determined from DTOD per pars. C3210-D, C4725 and T4030-E (APP O).*

EXAMPLE 1

TDY Per Diem and POC TDY Mileage Computation

An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The order directs the traveler to travel by common carrier; however, the traveler elects to travel by POC which is not to the GOV'T's advantage (par. C4720). The traveler arrives at the TDY location on 3 Jun, completing TDY assignment on the same day.

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is \$123 (\$77/ \$46) and the actual lodging cost is \$40. The 12 hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round trip official POC distance is 1,500 miles (750 miles one way). Parking fees are not authorized for this example.

The traveler is paid \$478.27 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel policy.

ITINERARY

<u>Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Lodging Cost</u>	<u>POC Distance</u>
1 Jun	Residence	1st Stopover	\$137 (\$91/ \$46)	\$90	400
2 Jun	En Route	2nd Stopover	\$139 (\$93/ \$46)	\$75	300
3 Jun	En Route	TDY Station	\$123 (\$77/ \$46)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$137 (\$91/ \$46)	\$80	400
5 Jun	En Route	4th Stopover	\$127 (\$81/ \$46)	\$85	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST (including per diem on travel day to and from Location B)

Day 1	\$90 (highest stopover lodging cost) + (75% x \$46) =		\$ 124.50
Day 2	\$40 + \$46 (Arrive TDY location) =		\$ 86.00
Per Diem for Travel from Location A (residence) to Location B (TDY) - \$210.50			
Day 3	\$46 x 75% (use TDY MI&E rate) =		\$ 34.50
Per Diem for Travel from Location B (TDY) to Location A (residence) - \$34.50			
Transportation Costs	*Round trip TDY mileage – 1,500 miles x \$.565/mile =		*\$847.50
	Round trip tolls		\$ 12.00
Actual POC Travel Cost Total			*\$1,104.50
COMMON CARRIER CONSTRUCTED COST (including per diem on travel days to and from Location B)			
Day 1	\$40 (lodging cost) + (75% x \$46) =		\$ 74.50
Day 2	\$40 + \$46 (TDY location) =		\$ 86.00
Day 3	75% x \$46		\$ 34.50
Transportation Costs	1 round trip air coach ticket (including GOV'T paid tax)		\$163.27
	Shuttle costs between airport and hotel (\$20 each way, par. C2101-A)		\$ 40.00
	Taxicab costs between residence and airport (\$40 each way, par. C2101-B)		\$ 80.00
Constructed Common Carrier Travel Cost Total			\$478.27

EXAMPLE 2

TDY Per Diem and POC TDY Mileage Computation

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

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

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

*The traveler is paid \$1,510.50 (actual travel cost by POC) since POC was authorized as being to the GOV'T's advantage.

ITINERARY

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

REIMBURSEMENT

ACTUAL POC TRAVEL COST

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

Day 1	\$60 + (75% x \$46) (1 st stopover MI&E rate and lodging cost) =	\$ 94.50
Day 2	\$50 + \$46 (2 nd stopover lodging cost and MI&E rate) =	\$ 96.00
Day 3	\$65 + \$46 (Arrive TDY location) =	\$111.00
Per Diem for Travel from Location A (residence) to Location B (TDY) = \$301.50		
Day 4	\$50 + \$46 (Depart TDY location 3rd stopover lodging cost) =	\$ 96.00
Day 5	\$60 + \$46 (4th stopover M&IE rate and lodging cost) =	\$106.00
Day 6	75% x \$46 (Use 4th stopover MI&E rate) =	\$ 34.50
Per Diem for Travel from Location B (TDY) to Location A (residence) = \$236.50		
Transportation Cost	*Round trip TDY mileage – 1,700 miles x \$.565/mile =	*\$960.50
	Round trip tolls =	\$ 12.00
Actual Travel Cost by POC Total		*\$1,510.50

E. Mixed Modes

1. General. All official travel must be:

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

2. To the GOV'T's Advantage

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

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

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

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

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

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

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

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

C4785 POC USE INSTEAD OF GOV'T FURNISHED AUTOMOBILE USE

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

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

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

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

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

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

C5050 MALT ([FTR §302-4.300](#))

A. POC Travel

1. Except for RAT, the MALT for PDT by POC, when authorized/approved, is determined by the official distance for which MALT may be paid under circumstances (as determined IAW the applicable JTR provisions).
2. An authorized traveler is any employee/dependent traveling IAW a PDT order, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS order is authorized the MALT rate per mile except when traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS order, only the employee incurring the expenses is authorized MALT for the official distance and only one employee receives the reimbursable expenses (par. C5000-B1a).
 - a. **Example 1.** An employee married to employee couple, each on a PCS order and eligible for travel and transportation allowances (neither employee elects to be treated as the other employee's dependent (par. C5000-B1a)), and their two children travel in one POC. Only one employee receives MALT and may submit all of the reimbursable expenses.
 - b. **Example 2:** Three unrelated employees, each on a PCS order, travel together in one POC between two PDS locations. The employee incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.
 - c. **Example 3.** An employee married to member couple, each eligible for travel and transportation allowances on a PCS order, and their two children travel together in one POC. Only one of the two (employee or member) receives MALT for the official distance and may submit all of the reimbursable expenses.
3. See par. C2605-B for the MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C5900-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under Ch. 5, Part S and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, and the traveler modifies transportation using POC and common carrier (par. C2400), the traveler is authorized:

1. The MALT rate for the distance traveled by POC;
2. The common carrier cost; and
3. Per diem for actual travel time.

The total amount is NTE the MALT rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the MALT rate.

NOTE: *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not 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 [31 USC §3721](#).*

C5055 USE OF MORE THAN TWO POCS

Authority for reimbursement for the use of more than two POCS is limited to PDT that is to the GOV'T's advantage. Conditions for reimbursement are in par. C5900-C.

C5060 ALLOWABLE PER DIEM ([FTR §302-4.200](#))

A. Travel of 12 or fewer hours (12 Hour Rule). *A per diem allowance must not be paid when the official travel period is 12 or fewer hours* ([FTR §302-11.2](#)).

B. POC Use to the GOV'T's Advantage. When POC use for PDT is authorized, the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (par. C5060-C), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

C. Exception

1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD COMPONENT (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD COMPONENT.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

D. POC Use Not to the GOV'T's Advantage. When a POC is used for PDT and it is not to the GOV'T's advantage, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. *This does not apply to travel under par. C2180.*

E. Per Diem Rates for PDT

1. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
 - a. Travel to a first duty station for a newly recruited employee or appointee;
 - b. Travel incident to a PCS;
 - c. RAT;
 - d. Separation travel;
 - e. While occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part H3); and
 - f. HHT (except when lump sum payment is authorized under par. C5624).

3. *Effective 1 October 2010*, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$77	\$46	\$123

4. OCONUS Travel. The maximum per diem rate applies to OCONUS travel. Unspecified OCONUS locations in the OCONUS per diem rates use the ‘Other’ rate for the applicable country.

- a. Travel to a first duty station for a newly recruited employee or appointee;
- b. Travel incident to a PCS;
- c. RAT;
- d. Separation travel;
- e. Travel (for the entire trip) to seek permanent residence (house hunting); and
- f. While occupying temporary lodging at an OCONUS location.

5. Per Diem for POC Travel Involving a Car Ferry. When a car ferry is used by an employee/dependent traveling between two PDSs partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized. See par. C2166 for transportation allowances.

- a. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized.
- b. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the employee’s/dependent’s location at 2400 on that day (par. C4550-F).
- c. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted ‘MALT Plus’ is the applicable M&IE while on the ferry (par. C4553).
- d. Dependent Per Diem. The percentages in par. C5125-A apply when computing a dependent’s per diem.

F. Per Diem Allowance Elements

1. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW DoDFMR 7000.14-R, Volume 9. See par. C1310.

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to a traveler without itemization of expenses or receipts.

G. ‘Lodging Plus’ Per Diem Computation Method. Compute per diem for all PCS travel using the ‘Lodging Plus’ method. Each travel day’s per diem is the actual amount the traveler pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem

rate(s) for OCONUS.

1. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

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

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

(2) Lodging Not Required. If lodging is not required, per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

b. Full Calendar Days

(1) Lodging Required. When lodging is required, and the traveler is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate prescribed for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

(2) Lodging Not Required. For each full calendar day a traveler is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

c. Day Travel Ends

(1) Lodging Required. When lodging is required on the day travel ends, the per diem is the lesser of the actual lodging cost incurred by the traveler or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

(2) Lodging Not Required. If lodging is not required, per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

H. PDT

NOTE: The per diem rates, prescribed for PDT in par. C5060-E, apply when computing per diem in pars. C5060-H1 HHT, C5060-H2 En Route Travel to the New PDS, C5060-H3 RAT, and C5060-H4 Separation Travel.

1. HHT. When computing per diem for a HHT, Ch 5, Part M, except for determining the applicable rates. See ***NOTE*** above.

2. En Route Travel to the New PDS. Except for determining the applicable rate (***NOTE*** above), par. C5060-H applies when computing en route travel per diem to a new PDS. The [Standard CONUS M&IE rate](#) or [OCONUS M&IE locality rate](#), as appropriate, applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060- G1a and C5060-G1c apply. See par. C5060-E3 for the current [Standard CONUS per diem rate](#).

3. RAT. When computing per diem for RAT, Ch 5, Part K, except for determining the applicable rate. See ***NOTE*** above.

4. Separation Travel. Except for determining the applicable rate (***NOTE*** above), pars. C5060- G1b(1) and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.

The [Standard CONUS M&IE rate](#) is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060- G1a and C5060-G1c apply. See par. C5060-E3 for the current [Standard CONUS per diem rate](#).

I. Per Diem Computation Examples

1. Example 1

PCS Travel		
<i>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate</i>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. C5060). The standard CONUS per diem rate is \$123 (\$77/ \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 8 days x \$123/day (Standard CONUS per diem rate) =		\$984.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Day 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	<u>\$ 34.50</u>
EMPLOYEE'S PER DIEM =		\$841.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$1,892.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$123 (\$77/ \$46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$77 + the M&IE rate (\$46) x 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$984) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

2. Example 2

PCS Travel		
<i>NOTE:</i> See par. C5060-D3 for the current Standard CONUS per diem rate		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. C5060). The standard CONUS per diem rate is \$123 (\$77/ \$46).		
Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 4 days x \$123/day (Standard CONUS per diem rate) =		\$492.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
EMPLOYEE'S PER DIEM =		\$365.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$821.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$123 (\$77/ \$46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
Day 2 and 4 - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$77 for each day plus the M&IE rate (\$46) for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$492), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the \$365 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the GOV'T Cost		
<i>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate</i>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles (par. C5060). The standard CONUS per diem rate is \$123 (\$77/ \$46).		
Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 8 days @ \$123/day (Standard CONUS per diem rate) =		\$984.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Day 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Day 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
Total		\$1,367.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
TOTAL TRAVEL COSTS		
(\$1,367 + \$1,025.25) =		\$2,392.25
TOTAL AMOUNT PAYABLE TO EMPLOYEE		
(\$984 + dependent per diem \$738, 75% of \$984) =		\$1,722.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
<i>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate</i>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. C5060). Lodging was occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodging Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
EMPLOYEE'S PER DIEM =		\$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		\$369
TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 = 75% OF \$492 X 2) =		\$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.		
The per diem for actual travel by the employee is \$492. Since the per diem for actual travel does not exceed the maximum allowable (\$500) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and per diem for dependents is ¾ each of the \$492 due the employee.		

5. Example 5

PCS/Separation Travel	
<i>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate</i>	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. C5060-G).	
4. Since travel begins and ends on the same day, pars. C5060-G1a and C5060-G1c apply. Also par. C5060-H4.	
5. The maximum per diem rate at the time of travel was \$123 (\$77/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).	
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78 at the time of travel.		
<u>REIMBURSEMENT</u>		
<i>NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.</i>		
\$78 (M&IE) rate x 75% for new PDS location =		<u>\$58.50</u>
TOTAL REIMBURSEMENT =		\$58.50
Per diem for the accompanying spouse is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing MALT and per diem incident to PDT by automobile.
2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rates.
3. See par. C4550-F3 for the current Standard CONUS per diem rate
4. The per diem is as computed in pars. C5125 and C5060-B, and examples in par. C4565.

B. Reimbursement Computation Example for One Car

Reimbursement Computation for Employee, Spouse, and 1 Child in One POC	
*An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
*1. POC travel reimbursement is based on 2,826 miles x \$.24/mile (par. C2505-B). 2,826 miles x \$.24/mile = \$678.24.	*\$678.24
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123/day (Standard CONUS per diem rate). \$123/day x 8 days = \$984	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$984) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	<u>+ 10.00</u>
7. TOTAL REIMBURSEMENT	*\$2,150.74

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC	
*Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. C5060. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
*1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.24/mile. See par. C2505-B. 2,826 miles x \$.24/mile = \$678.24.	*\$678.24
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$123/day x 8 days = \$984	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$984/traveler). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
6. TOTAL REIMBURSEMENT	*\$2,418.24
*Total reimbursement to employee 1 is \$678.24 + \$650 + \$10 = \$1,338.24	
Total reimbursement to employee 2 is \$720 + \$360 = \$1,080	

C. Reimbursement Computation Example for Two POCs

Reimbursement Computation for Two POCs	
*An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060.	
*1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.24/mile, par. C2505-B. 2,826 miles x \$.24/mile =	*\$678.24
*2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.24/mile, par. C2505-B. 2,826 miles x \$.24/mile =	*\$678.24
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$123/day x 8 days = \$984	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$984) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
8. TOTAL REIMBURSEMENT	*\$2,828.98

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. C5125 and C5060.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
*866 miles x \$.24/mile (employee only) =	*\$207.84
*866 miles x \$.24/mile (spouse and 2 children) =	*+ \$207.84
TOTAL MALT PAYABLE FOR POC TRAVEL	*\$415.68
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee's behalf for the employee's second trip. The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. C5050-A),
2. Per diem for the employee and dependents (par. C5125-G for travel by ship),
3. HHG shipment, including SIT,
4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.,***
5. Reimbursable expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part P.

B. Allowance Restrictions. The PCS allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances ([55 Comp. Gen. 613 \(1976\)](#)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part H), and/or
2. POV shipment (Ch 5, Part E).

C5075 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in par. C5075.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part L. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. C5005 and retires after completing the required service period, but before using all travel and transportation allowances, is vested with those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement ([GSBCA 16494-Relo, 4 November 2004](#)).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility ([FTR Part 302-3](#) and [§302-3.501\(b\)](#))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to GOV'T service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 ([3 USC §102, note](#)) and are appointed to GOV'T service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

a. Agreement Requirements. Ch 5, Part L.

b. Service Requirements. See par. C5570.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). See par. C1260. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:

(a) Miscellaneous Expense Portion. [DSSR, Section 241.2](#) and par. C1260,

(b) Lease Penalty Expense Portion. [DSSR, Section 242.4](#) and par. C1260, and

(c) Pre Departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. [DSSR, Section 242.3](#) and par. C1260.

(2) [Temporary QTRS Subsistence Allowance \(TQSA\) \(DSSR, Section 120\)](#). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living QTRS Allowance (LQA) under the [DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E](#) and [DSSR Section 031.1](#).

B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR Part 302-3, subpart A)

1. General

a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

b. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once the individual has signed a service agreement to remain in GOV'T service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

c. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any GOV'T funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility to repay to the GOV'T.

d. See par. C5550-E regarding service agreement requirements for appointments to an OCONUS position.

e. See par. C5570-C and APP Q, Parts 3 and 4 for information concerning OCONUS PDS location tours.

2. Coverage. A new appointee:

a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.

b. Includes:

(1) An individual who is employed with the Federal GOV'T for the first time,

(2) Presidential Transition Team personnel (par. C5080-A1a(3)), and

(3) An employee returning to the GOV'T after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. C5080-C)); or

(4) A student trainee assigned to the GOV'T upon completion of college.

c. Is *not* an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. C5030 and C5080-C.

3. DoD COMPONENT Responsibility. *Each DoD COMPONENT must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. C5008.*

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Ch 7, Part D provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at GOV'T expense is authorized/approved by the hiring DoD COMPONENT. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee. See par. C5060-E2.

NOTE: AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part C.

c. MALT if a POC is used. See par. C5050.

d. HHG transportation and SIT. See Ch 5, Part D.

e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part D.

f. Mobile home transportation. See Ch 5, Part F.

g. POV shipment when authorized by the DoD COMPONENT. See Ch 5, Part E.

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

d. MEA (Ch 5, Part G); **NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The**

authority in DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.

- e. Residence sale and purchase expense (Ch 5, Part P);
- f. Lease breaking expense (except as in par. C1260-D); and
- g. Relocation service (Ch 5, Part Q).

7. Alternate Origin and/or Destination

- a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
- b. For Presidential Transition Team personnel (par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
- c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 1, Part C.

C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the GOV'T's interest ([FTR §302-3.205](#)). PCS allowances are authorized.

2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

- a. In the Federal GOV'T,
- b. Within 1 year of the separation date,
- c. Under a non temporary appointment, and
- d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfer.

4. Agreement Requirement. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in GOV'T service for 12months (beginning the date the employee reports for duty at the new PDS) IAW par. C5080. If the employee violates the written agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C5550-E for agreement requirements when a transfer is to an OCONUS position.

5. Employee Transferring to the U.S. Postal Service. PCS allowances IAW par. C5080 may also be authorized for a DoD employee ([5 USC §5735](#)) who:

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Order Issuance. Order issuance is covered in APP I.

7. Funding. See par. C1052 for funding of allowances authorized under par. C5080.

8. Example: An Employee Separated due to Function Transfer. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both ([51 Comp. Gen 27 \(1971\)](#) and [B-172824, 28 May 1971](#)).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the GOV'T's interest from the restoration place to a place where a suitable DoD vacancy is available ([B-170987, 14 December 1970](#) and [25 Comp. Gen. 293 \(1945\)](#)).

3. Real Estate Expense

a. Ch 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or

(3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

(1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

(2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

(1) The MEA (Ch 5, Part G),

(2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part P),

(3) A HHT, but only if authorized in the order, under Ch 5, Part M, and

(4) TQSE, but only if authorized in the order under Ch 5, Part H.

d. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

(1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

(2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

(3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

7. Called/Ordered to Active Duty. JFTR, Ch 7, Part G, for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

- a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.
- b. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C5030.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

NOTE: Restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

- a. In the GOV'T's interest (responding to a vacancy announcement is not 'at the employee's request'), and
- b. To a new PDS that meets the 50 mile distance test in par. C5080-F2 below, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

- (1) Residence at the time of PCS notification and the old and new PDSs, and
- (2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. C5080-F3 for exceptions.

2. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.

3. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the GOV'T's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. ***However, all reimbursed expenses are taxable income.***

4. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in an order must satisfy the conditions in par. C5080-F1 or C5080-F3 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. C5080-F1 and C5080-F3, as applicable.

c. *Non-compliance of the new residence location is grounds for denial of the various allowances.*

d. See Ch 5, Part N for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location ([FTR §302-2.106](#))

1. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of par. C5080) if listed in par. C5080-G2. See par. C5195 for NTS of HHG at an isolated PDS.

b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD COMPONENT management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.

c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5083 TDY STATION BECOMES PDS

See par. C4495.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY ([FTR Part 302-3](#), subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

- 1. A service agreement providing for return travel and transportation allowances; and

2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. C5090 for specifics concerning a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence ([CBCA 1707-TRAV](#), 12 January 2010).
3. Personally financially responsible for any excess costs ([63 Comp. Gen. 281 \(1984\)](#)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. ([GSBCA 16107-RELO, 26 September 2003](#))

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty ([FTR §302-3.500\(c\)](#) and [GSBCA 16235-RELO, 16 October 2003](#))
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/ retire locally to establish an OCONUS retirement residence must not be approved.
 - d. *If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.*

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time. Ch 5, Parts C and D.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD COMPONENT after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD COMPONENT, when PCS allowances are authorized by the gaining DoD COMPONENT. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DoD COMPONENT's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. C5550-B.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Dayton, OH. The gaining DoD COMPONENT, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD COMPONENT;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD COMPONENT, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Denver, CO. The gaining DoD COMPONENT, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD COMPONENT;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD COMPONENT, at its expense, may authorize TQSE at Chicago and an MEA.

c. **Prohibition.** If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the GOV'T's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. **Individuals Covered.** This part is applicable to:

a. SES positions; and

b. Non SES appointees if the appointee:

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

(2) Was previously an SES career appointee; and

(3) Elected, under [5 USC §3392\(c\)](#), to retain SES retirement travel and transportation allowances.

2. **Exclusions.** This Part does not apply to an SES employee who is a:

- a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
 - b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
 - c. Non Career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.
3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:
- a. Satisfied the eligibility criteria in par. C5090-B; and
 - b. Dies in GOV'T service;
 - c. Died after separating from GOV'T service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, but only after the employee has actually separated from Federal service. ***Any expenses incurred prior to actual separation are not reimbursable.*** [GSBCA 16328-RELO, 12 April 2004](#). Employee requirements:

1. Was geographically transferred/reassigned in the GOV'T's interest and at GOV'T expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:
 - a. One SES career appointment to another; or
 - b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under [5 USC §3392](#); or
 - c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.
2. At transfer/reassignment time was:
 - a. Eligible to receive an annuity for optional retirement under [5 USC §8336](#) (a), (b), (c), (d), (e), (f), or (j), Chapter 83, Subchapter III (Civil Service Retirement System (CSRS)); or under [5 USC §8412](#), Chapter 84, Subchapter II (Federal Employees Retirement System (FERS)); or
 - b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
 - c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under [5 USC §8336](#) (d), Chapter 83, Subchapter III; or [5 USC §8414](#) (b); or [5 USC Chapter 84, Subchapter II](#);
3. Is eligible to receive an annuity upon separation (or, in the case of death in GOV'T service, met the requirements for being eligible to receive an annuity as of the date of death) under [5 USC Chapter 83, Subchapter III](#) (CSRS), or [5 USC Chapter 84](#) (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and
4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse/domestic partner;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the DoD COMPONENT head, travel and transportation expenses are paid for an eligible employee. See par. C5090-A. Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
2. Transportation expenses under par. C5100, but not per diem, for the employee's dependent;
3. MALT under par. C5050 if travel is performed by POC; and
4. HHG transportation and SIT (Ch 5, Part D) NTE 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. Relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the

place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the GOV'T would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F are met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). ([GSBCA 16328-RELO, 12 April 2004](#))

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through GOV'T procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is NTE the POLICY CONSTRUCTED AIRFARE (APP A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the GOV'T arranged move cost if that is the directed transportation method).

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

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

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

ACCOMMODATIONS

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

B. Common Carrier

1. Other Than Economy/Coach

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

A. **Includes:**

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

B. Does NOT include a/an:

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

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

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

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

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

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

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

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

ATTENDANT. An attendant:

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

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

AUTHORIZE(D)

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

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

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

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

BAGGAGE

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

B. GOV'T material may be included.

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

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

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

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

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

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

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

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

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

BLANKET ORDER. See **ORDER.**

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

BUSINESS CLASS. See **ACCOMMODATIONS.**

CALENDAR DAY

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

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

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

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

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

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

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

A. Standard City Pair Airfare (YCA):

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

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

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

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

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

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

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

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([Public Law 104-88](#)) in interstate commerce or under appropriate State statutes in intrastate commerce.

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

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

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

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

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

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

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

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

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

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

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

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

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

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

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

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

NOTE: Exception. For authorization purposes under JFTR:

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

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

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

placement agency for the purpose of adoption);

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;

7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the

Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

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

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

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

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

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

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

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

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

Pertinent GSBCA decisions

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

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

1. Employee's spouse;

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

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

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

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

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

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

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

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

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

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the

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

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

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

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

Pertinent GSBCA decisions

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

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

DEPENDENT, COMMAND SPONSORED (*Uniformed Member Only*)

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

DEPENDENT RESTRICTED TOUR (*Uniformed Member Only*)

1. A tour at any overseas PDS with an established tour that does not permit command sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

DESIGNATED PLACE

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

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

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

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

Effective 28 September 2011

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

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

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

DUTY STATION

- A. **UNIFORMED MEMBER.** For the purpose of transportation and storage of HHG and mobile homes:
1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
 2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
 3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
 4. The home of a member upon:
 - a. Retirement;

- b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- c. Release from active duty;
- d. Discharge, resignation, or separation, all under honorable conditions; or
- e. Temporary disability retirement.

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

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

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

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

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

EFFECTIVE DATE OF PCS ORDER

A. **UNIFORMED MEMBER**

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

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	

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

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

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

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

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

EMPLOYEE. A civilian individual:

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

ESCORT. An escort:

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

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

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

FAMILY. See **DEPENDENT**.

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

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

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

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

FIRST CLASS. See **ACCOMMODATIONS**.

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

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

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

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

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

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

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

GEOGRAPHICAL LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

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

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

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

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

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

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

GOVERNMENT CONVEYANCE

A. Includes:

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

B. Does not Include:

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

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

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

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

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

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

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

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

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

B. Standard GMR. The standard GMR is:

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

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

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

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

GOVERNMENT QUARTERS (GOV'T QTRS)

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

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

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

8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

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

2. Non-DoD Services. Service regulations.

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

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

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

GOVERNMENT TRANSPORTATION REQUEST (GTR)

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

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

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

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

GROUP MOVEMENT

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

HELPING VERB FORMS. The following usages apply:

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

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

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

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

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

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

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

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

HOUSEHOLD GOODS (HHG)

A. **UNIFORMED MEMBER**

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

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

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

4. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight

allowance and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

d. Consumable goods for a member ordered to locations listed in APP F;

e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);

g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

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

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

5. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

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

c. Live animals including birds, fish and reptiles;

d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:

(1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or

(2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));

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

f. HHG for resale, disposal or commercial use;

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

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

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

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

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

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
 - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
 - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
 - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
 - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no

higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

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

4. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

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

c. Live animals including birds, fish and reptiles;

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

e. HHG for resale, disposal or commercial use;

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

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

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

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

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

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

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

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

(2) No storage is required, and

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

HOUSEHOLD GOODS TRANSPORTATION. See **TRANSPORTATION, HHG.**

HOUSEHOLD GOODS WEIGHT ADDITIVE

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.

2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

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

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

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

INCIDENTAL EXPENSES. See **PER DIEM**.

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

INACTIVE DUTY TRAINING (*Uniformed Member Only*)

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

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

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

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

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

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

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

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

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.

3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service directives.

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

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

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

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

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

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

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

MEMBER, UNIFORMED SERVICES

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

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.

2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

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

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

MISCELLANEOUS CHARGE ORDER (MCO)

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

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

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

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

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

MOBILE HOME

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. house trailer,
 - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
 - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

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

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

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

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

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

OCONUS

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

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

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

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

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

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

ORDER

A. **General.** An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and

4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

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

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

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

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

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

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

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

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

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

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

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and

3. Does not include transportation and other miscellaneous travel expenses.

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

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:

a. Is ***not*** covered in the locality per diem lodging ceiling, but

b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. ***Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.***

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.

a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an ***OCONUS location***;

4. Telegrams and telephone calls necessary to reserve lodging;

5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;

6. Potable water and ice (28 Comp. Gen. 627 (1949));

7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

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

G. Laundry

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

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

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

PERMANENT CHANGE OF STATION (PCS)

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

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

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;

3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

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

A. UNIFORMED MEMBER

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.
2. Geographic Limits. The PDS geographic limits are:
 - a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.
 - b. For an invitational traveler:
 - (1) The corporate limits of the city or town in which the home or principal place of business is located; or
 - (2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and

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

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

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

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

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

- (1) Appointment to regular Service from civilian life or from an RC;
- (2) Being called to active duty (including for training) for 20 or more weeks;
- (3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
- (4) Enlistment or induction into the Service (regular or during emergency); or
- (5) Temporary disability retirement.

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

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

d. The member's home upon:

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

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the

employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

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

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

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

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

PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER.** PCS and COT/IPCOT travel.

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

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

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member

enters the Service. **NOTE:** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

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

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

PLACE OF STORAGE. Residence or authorized storage location.

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

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

PORT OF DEBARKATION (POD)

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

PORT OF EMBARKATION (POE)

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

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

POST OF DUTY. *PDS* An OCONUS PDS.

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

UNIFORMED MEMBER ONLY:

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

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

PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER

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

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

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

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

PRIVATELY OWNED CONVEYANCE (POC)

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

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

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

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

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**

- a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
- b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

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

PRIVATIZED HOUSING

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

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

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

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

B. Exclusions. Excluded from PBP&E are:

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

C. MEMBER OR EMPLOYEE

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).
2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
- e. Individually owned or specially issued field clothing and equipment;
- f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties;
- g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers); and
- h. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. MEMBER'S DEPENDENT SPOUSE

1. General

- a. This is *not* applicable to an *employee's* dependent spouse.
- b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
- d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

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

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

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

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

RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)

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

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

RESERVE COMPONENT (RC). The:

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

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

SECRETARIAL PROCESS

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

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
 - a. Secretary of a Military Department,
 - b. Director of a Defense Component,
 - c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and

d. Designated representative for any of the above.

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

SECRETARY CONCERNED

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

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

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

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

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

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

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

SERVICES. See **UNIFORMED SERVICES**.

SHORT DISTANCE MOVE

A. **UNIFORMED MEMBER**

1. A move:
 - a. Involving HHG drayage or shipment for a short distance between residences;
 - b. To or from a NTS facility in the member's PDS area;
 - c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
 - d. Incident to reassignment or PCS to a new PDS near the old PDS;
 - e. Between residences within a metropolitan area; or

f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

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

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

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

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

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

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

STANDARD GOVERNMENT MEAL RATE (GMR)

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

STORAGE IN TRANSIT (SIT)

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

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

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

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

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

TEMPORARY DUTY (TDY)

A. **UNIFORMED MEMBER**

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

B. **CIVILIAN EMPLOYEE**

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

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

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

TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.

2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.

3. *Does not* include:

- a. Facilities used primarily for rest and recuperation purposes, or
- b. Unaccompanied officer and enlisted QTRS.

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

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

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES

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

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

B. Incorporated vs. Unincorporated

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

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

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

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

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

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

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

TRANSPORTATION, POV

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

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

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

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

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

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

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

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

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

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

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

TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC)

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

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

TRAVEL, OFFICIAL

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

e. To places ICW personal business.

4. Non-official travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. See **ORDER**.

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

TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)

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

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

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

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

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

UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)

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

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

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

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

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

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

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

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

U.S. INSTALLATION

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

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

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

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

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: ACRONYMS (JFTR/JTR)

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

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

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

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

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

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

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ Travel Authorization Number _____

Address _____

Date Approved _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____
(Date)

for the purpose of _____

for approximately _____ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office/Travel Management Center (CTO/TMC) when the contract with the CTO/TMC permits the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO/TMC if available. If the contract between the GOV'T and the CTO/TMC does not permit the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2400.

- (a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

*You are authorized to travel by privately owned conveyance (POC) since it's to the GOV'T's advantage. Reimbursement is at the rate of \$.565/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, APP G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage:

<http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (***NOTE below***); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on GOV'T funded travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry cleaning and pressing costs (in the other places) are part of the per diem or actual expense allowance when travel is outside the 48 contiguous states and DC.

The [JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) is available on the [Defense Travel Management Office website](http://www.defensetravel.dod.mil/site/travelreg.cfm) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:

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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. Please consult JFTR/JTR, Chs 1 to 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 par. U2146-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 par. U7150-A4b(3)).

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

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

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an 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 vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. 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 the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).

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 cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the 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-class for all official GOV'T funded travel, unless other than economy-/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons – See JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or

- (2) Mission requirement - TDY mission timing requires other than economy-/coach-class. When other than economy-/coach-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," other than economy-/coach-class travel should only be authorized on the way to the TDY site. Economy-/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. See JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b.
- 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-class 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, Public Law 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 honest, responsible customers, and must follow the rules in the JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, 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. 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-class tickets purchased at GOV'T expense without prior proper authority (pars. C2204, C2205, and C2208 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 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>); and

b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

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.

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 any 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.***

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 coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, **NOTE 1**/JTR, par. C1060, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized 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 TRANSCOM policy, when the CTO is available.** 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. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service written material 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 is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150-item 8).

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.*

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). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). 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), JFTR, par. U2020/JTR, par. C1065. ***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 (round-trip) 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 round-trip (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. ***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 round-trip 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 (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-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 par. U1045-C.
- 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 par. U1045-C 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 one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period) IAW par. U1045-C.*

3. Civilian Employee

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

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

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

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

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

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

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

4. Commercial Lodging Reimbursement

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

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

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

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

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

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

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

5. Lodging with a Friend or Relative

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

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

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

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

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

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

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

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

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

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

Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141 do 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, but not all three, 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 then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. 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 free (purchased by the GOV'T) and for which dates.

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

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

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same

with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 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 \$5.00. 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 Combatant 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 Combatant 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 Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant 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 Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

4. TDY aboard Ships

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

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

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

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

6. Joint Task Force Operations TDY Options

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 Meals – 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

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. U3500/JTR, par. C2400-B) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
- c. JFTR, par. U3320/JTR, par. C2192 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. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *JFTR, par. U4510 for occasional meals authority.*

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

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

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

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

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

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), 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" (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 (par. U3500) 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 round-trip 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 par. U3500) 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 travel 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.

Effective for travel that occurs 20 March 2008 through and including 31 December 2011

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 par. U3500, but not less than 150 miles one-way by DTOD.

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.**

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, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). **NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.**

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 (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

NOTE 1: 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. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when ‘MALT Plus’ for POC travel is paid.

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

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-round trip 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 or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
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. U7250).

2/ Except as noted in JFTR, par. U2146.

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 round-trip 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.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
Situation	Transportation	Per Diem
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 (par. U3500) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

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

1. **Cost Estimate.** A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
2. **Tailoring the Trip.** The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. **Authority for Travel.** The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.
4. **Travel Packet.** The CTO updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.
5. **Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling.** The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. **Changing Plans.** If travel plans change from the itinerary, the traveler should call the CTO toll-free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.
2. **Receipts.** The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent.*

C. After the Traveler Returns

1. **Completing the Expense Report.** A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
2. **AO Approval.** The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.
3. **Submitting the Expense Report.** If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.
4. **Random Audits.** Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.
5. **Lost/Stolen/Unused Paper Tickets.** JFTR, par. U2515-A/JTR, par. C1320-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 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf).*

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (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. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

NOTE 1: 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.

NOTE 2: 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.

NOTE 3: The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, authority for business-class transportation should not be provided.

NOTE 4: When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.

NOTE 5: When scheduling flights of 14 or more hours, the first choice is always to use economy-coach-class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always 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. 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.

NOTE 6: 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, 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. U3125-C/JTR, par. C2204-B. *U.S.-certificated carriers are not "available" if:*

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

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

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

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

5. Lodging Selection

- a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.
- b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger

vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-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 (GSSBCA 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 unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

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

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

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

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

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

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.
16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.
17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.
18. TDY and RC Active Duty Time Limits for Per Diem Purposes
- 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 Combatant Command, 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, pars. U1036 or U2146).
 - For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.
19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.
20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.
21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.
22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

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

T4070 TDY GLOSSARY

Must, Shall, Should, May, Can, Will. The following definitions apply:

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

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PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DoD AGENCY which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4630 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part 1.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:
 - a. Further Service or DoD AGENCY programs;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is oral,

the written order must reference the oral authority for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler's control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision

Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

*1. The PMR example uses the Standard CONUS M&IE rate of \$46 and the Standard GMR of \$11.70 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.

Step 1	*Add the locality <u>meal rate</u> and <u>GMR</u>	*\$41 + \$11.70 = \$52.70
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	*\$52.70 ÷ 2 = \$26.35 *(Rounded to \$27)
Step 3	Add Step 2 total to the CONUS incidental expense rate	*\$27 + \$5 = \$32
Step 4	Proportional Meal and Incidental Expense Rate	*\$32

*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is \$55/night and GMR is \$11.70. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$27 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	\$55 + [(\$46 (M&IE) x 75 %) = \$34.50] =	\$ 89.50
Day 2	\$55 + \$27 (PMR) + \$5 IE =	87.00
Day 3	\$46 x 75% =	34.50
TOTAL		\$ 211.00

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

*C. Authorized Period. A location shown is ‘authorized’ until removed from the list (regardless of the recertification date shown next to the destination). JFTR, par. U7660-H (uniformed member) and JTR, par. C7700-12 (DoD civilian employee).

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

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
*Benin, Cotonou (USPHS members only; eff 20 Dec 2012)	*USPHS	*Baltimore	*31 January 2015
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
Brazil			

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

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

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malawi, Lilongwe (USPHS members only)	USPHS	Baltimore	31 January 2015
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Oradea (<i>eff 22 Jul 2011</i>)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (<i>eff 18 Apr 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
Spain, Albacete (<i>eff 11 Apr 2012</i>) FOR PERSONNEL ASSIGNED TO LOS LLANOS AIR BASE	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (<i>eff 18 April 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
Thailand, JUSMAGTHAI (<i>eff 21 Jan 2009</i>)			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili (<i>eff 20 June 2012</i>)	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012

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

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

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